City Council
Meeting Schedule
December 2018

December 4, 2018		
	Tuesday, 5:30 p.m.	WORKSHOP MEETING 1. Small Cell Facilities
	Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
December 11, 2018		
	Tuesday, 6:30 p.m.	WORKSHOP MEETING - Cancelled
December 18, 2018		
	Tuesday, 5:30 p.m.	WORKSHOP MEETING 1. Legislative Updates
	Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
December 25, 2018		
	Tuesday, 6:30 p.m.	WORKSHOP MEETING - Cancelled

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped

CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, December 4, 2018 at 6:30 p.m.
City Hall Council Chambers | 210 W. 6th Ave

1. CALL TO ORDER
Roll Call/Pledge of Allegiance/Welcome

HONORS & RECOGNITIONS

2. APPROVAL OF AGENDA

3. CONSENT AGENDA
All matters listed within the Consent Agenda have been distributed to each member of the Kennewick City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion.

a. Minutes of Regular Meeting of November 20, 2018.
b. (1) Motion to approve Claims Roster for November 21, 2018.
(2) Motion to approve Claims Roster for Columbia Park Golf Course Account for October 2018.
c. Motion to approve Payroll Roster for November 15, 2018.
d. Resolution 18-25: Artwork in Hildebrand Blvd & S. Zintel Way.
e. Motion to authorize the City Manager to sign the GEMT Program Interagency Agreement with Washington State Health Care Authority.
f. Motion to authorize the Mayor to execute the updated Local Agency Federal Aid Project Prospectus for US395/Ridgeline Drive Interchange project.
g. Motion to award Contract P1607-18 (Street Waste Facilities Project), to Premier Excavation, Inc. in the amount of $868,999.14, plus a 10% contingency amount of $86,899.91, for a total amount of $955,899.05.

4. VISITORS

5. ORDINANCES/RESOLUTIONS
a. Ordinance 5796: Sidewalk Policy, amending KMC 5.56.360
b. Ordinance 5791: 2019/2020 Biennial Budget

6. PUBLIC HEARINGS/MEETINGS
a. Resolution 18-24: Vacate a portion of easement located at 10715 Ridgeline Drive, 10751 Ridgeline Drive and 10799 Ridgeline Drive.

7. NEW BUSINESS

8. UNFINISHED BUSINESS

9. COUNCIL COMMENTS/DISCUSSION

10. ADJOURNMENT

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CITY OF KENNEWICK
CITY COUNCIL
Regular Meeting
November 20, 2018

1. CALL TO ORDER

Mayor Don Britain called the meeting to order at 6:30 p.m.

City Council and Staff Present:

Mayor Pro Tem Steve Lee	Christina Palmer	Randy Maynard
Matt Boehnke	Lisa Beaton	Evelyn Lusignan
Bill McKay	Cary Roe	Chris Espinoza
John Trumbo	Terri Wright	John Cowlin
Mayor Don Britain	Dan Legard	Corey Osborn
Marie Mosley	Terry Walsh	
Greg McCormick	Vince Beasley	

Excused absences: Council members Paul Parish and Steve Young.

Cary Roe led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Mr. Boehnke moved, seconded by Mayor Pro Tem Lee to approve the Agenda as presented. The motion passed unanimously.

3. APPROVAL OF CONSENT AGENDA

a. Minutes of Regular Meeting of November 6, 2018.
b. (1) Motion to approve Claims Roster for October 26, 2018.
(2) Motion to approve Claims Roster for November 9, 2018.
(3) Motion to approve Claims Rosters for the Toyota Center Operations and Box Office Accounts for September 2018.
c. Motion to approve Payroll Roster for October 31, 2018.
d. Motion to approve the 2019 lodging tax funding recommendations as submitted by the City's LTAC.
e. Motion to accept the work of Sharpe & Preszler Construction Co., Inc. for Contract P1814-18, Fillmore & Okanogan Water/Sewer, in the amount of $411,132.59.
f. Motion to accept the work of Moreno & Nelson Construction Corp. for Contract P1804-18, Juniper & Hawthorne Half Street (HUD), in the amount of $380,890.23.
g. Motion to award Contract P1604-18 UPRR 24-Inch Interceptor Sewer Rehabilitation Project to Rotschy, Inc. in the amount of $835,983.53, plus a 10% construction contingency amount of $83,598.35, for a total amount of $919,581.88.
h. Motion to authorize the Mayor to sign Supplemental Agreement No. 1 with JUB Engineers, Inc., for construction engineering services needed for P1604-18, UPRR 24-inch Interceptor Sewer Rehabilitation project.

Mr. McKay moved, seconded by Mr. Boehnke to approve the Consent Agenda. The motion passed unanimously.

4. VISITORS

Radona Devereaux, 934-A S. Huntington St, Kennewick – Commented in opposition of I-1639.

5. ORDINANCE/RESOLUTIONS

a. (1) Ordinance 5786: Water Rate Increase (KMC 14.13.030, 14.13.040 & 14.13.050)
(2) Ordinance 5787: Sewer Rate Increase (KMC 14.26.010, 14.26.020 & 14.26.040) Cary Roe, Public Works Director and Angie Sanchez-Virnoche, Principal, FCS Group reported.

ORDINANCE NO. 5786

AN ORDINANCE RELATING TO WATER CHARGES AND AMENDING SECTIONS 14.13.030, 14.13.040, AND 14.13.050 OF THE KENNEWICK MUNICIPAL COD

Mr. McKay moved, seconded by Mr. Boehnke to adopt Ordinance No. 5786. The motion passed unanimously.

ORDINANCE NO. 5787

AN ORDINANCE RELATING TO SANITARY SEWER CHARGES AND AMENDING SECTIONS 14.26.010, 14.26.020, 14.26.030, AND 14.26.040 OF THE KENNEWICK MUNICIPAL CODE

Mayor Pro Tem Lee moved, seconded by Mr. McKay to adopt Ordinance No. 5787. The motion passed unanimously.

b. Ordinance 5788: 2017/2018 Biennial Budget Adjustment. Dan Legard, Finance Director reported.

ORDINANCE NO. 5788

AN ORDINANCE PROVIDING FOR MODIFICATION OF THE 2017/2018 BIENNIAL BUDGET

Mr. Boehnke moved, seconded by Mayor Pro Tem Lee to adopt Ordinance No. 5788. The motion passed unanimously.

c. Ordinance 5789: Kennewick Pretreatment Act (KMC 14.23.020). John Cowling, Utility Services Manager reported.

ORDINANCE NO. 5789

AN ORDINANCE RELATING TO THE KENNEWICK PRETREATMENT ACT AND AMENDING SECTION 14.23.020 OF THE KENNEWICK MUNICIPAL CODE

Mr. Boehnke moved, seconded by Mayor Pro Tem Lee to adopt Ordinance No. 5789. The motion passed unanimously.

d. Ordinance 5761: Area-Wide Rezone. Greg McCormick, Planning Director reported.

ORDINANCE NO. 5761

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED IN VARIOUS AREAS THROUGHOUT SOUTHEAST KENNEWICK FROM AGRICULTURE TO RESIDENTIAL SUBURBAN (RS), PUBLIC FACILITY (PF), AND RESIDENTIAL, LOW DENSITY (RL) (COZ 18-02, SOUTHEAST KENNEWICK AREA-WIDE REZONE)

Mayor Pro Tem Lee moved, seconded by Mr. Boehnke to adopt Ordinance No.5761. The motion passed unanimously.

6. PUBLIC HEARINGS/MEETINGS

a. Ordinance 5790: 2019 Property Tax Levy. Dan Legard, Finance Director reported.

Public hearing was opened and closed at 7:22 p.m. No public testimony was provided.

ORDINANCE NO. 5790

AN ORDINANCE PROVIDING FOR A PROPERTY TAX LEVY IN THE CITY OF KENNEWICK FOR THE YEAR 2019 IN ACCORD WITH STATE LAW

Mayor Pro Tem Lee moved, seconded by Mr. Boehnke to adopt Ordinance No.5790. The motion passed unanimously.

b. Ordinance 5791: 2019/2020 Biennial Budget. Marie Mosley, City Manager reported.

Public hearing was opened at 7:46 p.m.

The following made general comments regarding employee salaries:

Dave Retter, 3205 S. Auburn St, Kennewick – City staff is the best to work with and you have to pay well to have the best.

Chuck Torelli, 3314 S. Dennis Ct, Kennewick – City is paying for the experience and expertise.

Jamie Huff, 5909 Rd 90, Pasco – The budget reflects some new positions for a city that has been understaffed for a long time.

Dwight Marquart, 6321 W. Canal Dr, Kennewick – Staff earns their salary and 12 new fire fighters takes up a lot of the increased salary budget.

Public hearing was closed at 7:55 p.m.

ORDINANCE NO. 5791

AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE YEARS 2019/2020

Mayor Britain and Mayor Pro Tem Lee made comments in support of the budget.

Mr. McKay commented he sees more going to salaries and not much left for anything else.

Mr. Boehnke spoke in support of the additional fire fighters and SRO officers in the schools.

Mr. Trumbo commented this is not about how well the City Council or staff has done, it is about what the citizens can afford and how much should they pay for services.

Mayor Pro Tem Lee moved, seconded by Mr. Boehnke to adopt Ordinance No.5791. The motion failed. 3-2 (Mr. Boehnke and Mr. McKay opposed) due to a lack of a majority vote in favor.

7. NEW BUSINESS - None

8. UNFINISHED BUSINESS - None

9. COUNCIL COMMENTS/DISCUSSION

Council members reported on their respective activities.

10. AJOURNMENT

Meeting was adjourned at 8:22 p.m.

Terri L. Wright, CMC
City Clerk

Council Agenda Coversheet

KENNEWICK WASHINGTON

Agenda Item Number	3.b.(1)	Council Date	12/04/2018
Agenda Item Type	General Business Item		
Subject	Claims Roster		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

- Consent Agenda ☒
- Ordinance/Reso ☐
- Public Mtg / Hrg ☐
- Other ☐
- Quasi-Judicial ☐

Recommendation

That Council approve the Claims Roster.

Motion for Consideration

I move to approve the Claims Roster dated November 21, 2018, in the amount $ 1,366,639.36, and comprised of check numbers 144260 through 144455 and wire transfer number 300349.

Summary

The payments on this Claims Roster are comprised of the following issued 11/10/2018 - 11/21/2018:

Check numbers 144260 through 144455	$ 1,286,603.01
Wire transfer number 300349	80,036.35

Total	$ 1,366,639.36

The above total excludes checks written for payment of refunds and collected amounts due to other entities.

Alternatives

None.

Fiscal Impact

$ 1,366,639.36.

Through	Lynne Brown Nov 28, 13:28:45 GMT-0800 2018
Dept Head Approval	Dan Legard Nov 28, 13:39:29 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 22:48:02 GMT-0800 2018

Attachments: Claims Roster

☐ **Recording Required?**

City of Kennewick
Claims Roster
11/10/2018 - 11/21/2018

Accounting Period
2018

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
001 GENERAL FUND							
032 SUPPORT SERVICES-FINANCE							
	144382	11/21/2018	09632	MEYERS AMY	in	MILEAGE-ELLENSBURG	130.80
	144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	5.58
	144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	26.92
	144408	11/21/2018	01314	REHN & ASSOCIATES, INC.	in	COBRA NOTIFICATION	44.00
	144442	11/21/2018	00976	WA STATE AUDITOR'S OFFICE	in	AUDIT 45817 17-17	3,971.00
						Total amount by Department	**$ 4,178.30**
033 SUPPORT SERVICES-PURCHASING							
	144363	11/21/2018	00006	IMPREST PETTY CASH FUND	in	PETTY CASH FUND	21.27
						Total amount by Department	**$ 21.27**
034 SUPPORT SERVICES - INFO SYSTEMS							
	144292	11/21/2018	00730	ADVANCE TRAVEL EXPENSE	in	REIMBURSE ADVANCE TRAVEL	58.74
	144299	11/21/2018	09793	ANATUM GEOMOBILE SOLUTIONS LLC	in	GIS SYSTEM	572.00
	144325	11/21/2018	08295	CENTURYLINK	in	PS/ALI - ALI/SR PER 100 REC	7.18
	144404	11/21/2018	06978	QUICK SILVER AUDIO LTD	in	SERVICE CALL	103.17
	144412	11/21/2018	06976	SCIENS CONSULTING LLC	in	PROFESSIONAL CONSULTING FEES	3,800.00
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	63.98
						Total amount by Department	**$ 4,605.07**
042 LEGAL SERVICES							
	144363	11/21/2018	00006	IMPREST PETTY CASH FUND	in	PETTY CASH FUND	66.00
	144450	11/21/2018	00853	WEST GROUP PAYMENT CENTER	in	LIBRARY PLAN CHARGES	52.40
						Total amount by Department	**$ 118.40**
050 CIVIL SERVICE							
	144318	11/21/2018	03035	BI-STATE OCCUPATIONAL SAFETY & HEA	in	PROFESSIONAL SERVICES	2,185.00
	144357	11/21/2018	08600	GRAZE CATERING GRAZE LLC	in	LUNCH - FIRE ORAL BOARD	61.74
	144357	11/21/2018	08600	GRAZE CATERING GRAZE LLC	in	LUNCH - FIRE ORAL BOARD	61.74
	144383	11/21/2018	09181	MOON, TAE IM, PH.D.	in	PROFESSIONAL SERVICES	800.00
						Total amount by Department	**$ 3,108.48**
061 CODE ENFORCEMENT							
	144317	11/21/2018	09813	B-F JUVENILE JUSTICE CTR	in	GRAFFITI ABATEMENT PROGRAM	3,040.00
						Total amount by Department	**$ 3,040.00**
062 LONG RANGE PLANNING							
	144326	11/21/2018	02481	CI INFORMATION MANAGEMENT CI SUP	in	DOC IMAGING	9,375.20

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144363	11/21/2018	00006	IMPREST PETTY CASH FUND	in	PETTY CASH FUND	49.53
						Total amount by Department	**$ 9,424.73**
063 ECONOMIC & BUSINESS DEVELOPMENT							
	144429	11/21/2018	09505	THOMAS MILES	in	TRAVEL EXPENSE	40.00
	144447	11/21/2018	07201	WALSH TERRY	in	TRAVEL EXPENSE	34.00
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	2.69
						Total amount by Department	**$ 76.69**
071 POLICE DEPT. - ADMINISTRATION							
	144326	11/21/2018	02481	CI INFORMATION MANAGEMENT CI SUP	in	SHRED SERVICE	238.50
	144331	11/21/2018	01682	COLUMBIA FITNESS SYSTEMS	in	EQUIPMENT MAINTENANCE	511.56
	144373	11/21/2018	02280	LANGUAGE LINE SERVICES, INC	in	INTERPRETATION SERVICE	17.24
	144435	11/21/2018	04764	UNITED PARCEL SERVICE	in	SHIPPING	41.90
	144435	11/21/2018	04764	UNITED PARCEL SERVICE	in	SHIPPING	19.33
						Total amount by Department	**$ 828.53**
072 POLICE DEPT.- CRIMINAL INVESTIGATION							
	144292	11/21/2018	00730	ADVANCE TRAVEL EXPENSE	in	REIMBURSE ADVANCE TRAVEL	115.00
	144376	11/21/2018	06967	LYNN PEAVEY COMPANY	in	EVIDENCE SUPPLIES	282.36
	144381	11/21/2018	03284	MEL'S INTER-CITY TOWING	in	TOW SERVICE	54.25
	144381	11/21/2018	03284	MEL'S INTER-CITY TOWING	in	TOW SERVICE	54.25
	144381	11/21/2018	03284	MEL'S INTER-CITY TOWING	in	TOW SERVICE	64.02
	144386	11/21/2018	04055	NET TRANSCRIPTS INC	in	TRANSCRIPTS	97.51
	144432	11/21/2018	07228	TRANSUNION RISK ALTERNATIVE DATA	in	PEOPLE SEARCH	12.82
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	102.01
						Total amount by Department	**$ 782.22**
073 POLICE DEPT. - PATROL							
	144359	11/21/2018	09714	HBLE	in	SWAT SUPPLIES	2,892.45
	144359	11/21/2018	09714	HBLE	in	SWAT SUPPLIES	1,682.19
	144359	11/21/2018	09714	HBLE	in	SWAT SUPPLIES	4,079.34
	144381	11/21/2018	03284	MEL'S INTER-CITY TOWING	in	TOW SERVICE	54.25
	144381	11/21/2018	03284	MEL'S INTER-CITY TOWING	in	TOW SERVICE	54.25
	144381	11/21/2018	03284	MEL'S INTER-CITY TOWING	in	TOW SERVICE	54.25
	144395	11/21/2018	01459	PASCO KENNEWICK ROTARY CLUB	in	QUARTER DUES	257.00
	144406	11/21/2018	00957	RANCH & HOME INC	in	K-9 SUPPLIES	119.44
	144406	11/21/2018	00957	RANCH & HOME INC	in	K-9 SUPPLIES	119.44
	144418	11/21/2018	07974	SIRCHIE FINGER PRINT LABORATORIES	in	EVIDENCE BAGS	1,880.80

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144441	11/21/2018	00971	W A C J T C	in	FIREARMS TRAINING	1,500.00
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	47.38
						Total amount by Department	**$ 12,740.79**
074 POLICE DEPT. - STAFF SERVICES							
	144316	11/21/2018	04965	BETTENDORF'S PRINTING & DESIGN	in	BUSINESS CARDS	162.90
	144337	11/21/2018	04066	CREATIVE PRODUCT SOURCING DAREC/	in	DARE SUPPLIES	15.60
	144422	11/21/2018	02536	STAPLES ADVANTAGE STAPLES CONTRA	in	OFFICE SUPPLIES	110.34
	144422	11/21/2018	02536	STAPLES ADVANTAGE STAPLES CONTRA	in	OFFICE SUPPLIES	220.95
	144426	11/21/2018	08315	TALENTWISE SOLUTIONS LLC	in	PROFESSIONAL SERVICE	156.00
	144449	11/21/2018	01033	WASHINGTON STATE PATROL	in	CPL BACKGROUND CHECKS	684.00
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	334.06
						Total amount by Department	**$ 1,683.85**
075 POLICE DEPT. - INTERGOVERNMENTAL							
	144310	11/21/2018	03000	BENTON COUNTY SHERIFF	in	CUSTODY/WORK CREW/MEDICAL	25,346.59
	144310	11/21/2018	03000	BENTON COUNTY SHERIFF	in	CUSTODY/WORK CREW/MEDICAL	24,702.01
	144310	11/21/2018	03000	BENTON COUNTY SHERIFF	in	CUSTODY/WORK CREW/MEDICAL	8,575.73
	144310	11/21/2018	03000	BENTON COUNTY SHERIFF	in	CUSTODY/WORK CREW/MEDICAL	8,925.14
						Total amount by Department	**$ 67,549.47**
076 POLICE DEPT - PROFESSIONAL STANDARDS							
	144291	11/21/2018	08623	ACE SALES & SERVICE INC	in	PORTABLE TOILET	65.00
	144353	11/21/2018	05823	GALLS, LLC	in	QUARTERMASTER SUPPLIES	86.64
	144353	11/21/2018	05823	GALLS, LLC	in	QUARTERMASTER SUPPLIES	146.86
	144353	11/21/2018	05823	GALLS, LLC	in	QUARTERMASTER SUPPLIES	7.62
	144353	11/21/2018	05823	GALLS, LLC	in	UNIFORMS	1,077.09
	144353	11/21/2018	05823	GALLS, LLC	in	BLEA UNIFORMS	615.69
	144420	11/21/2018	00201	SOOK'S TAILOR SHOP	in	QUARTERMASTER SUPPLIES	180.28
	144421	11/21/2018	09312	SOUND UNIFORM/BRATWEAR SEATTLE S	in	QUARTERMASTER SUPPLIES	439.20
	144424	11/21/2018	06187	SUN BADGE COMPANY	in	BADGES	1,472.25
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	332.99
						Total amount by Department	**$ 4,423.62**
081 FIRE DEPT. - ADMINISTRATION							
	144326	11/21/2018	02481	CI INFORMATION MANAGEMENT CI SUP	in	SHRED SERVICE	55.30
	144330	11/21/2018	07849	COLUMBIA BASIN ICE AND TRANSPORT	in	ICE - STATION 4	25.00
	144330	11/21/2018	07849	COLUMBIA BASIN ICE AND TRANSPORT	in	ICE - STATION 3	25.00
						Total amount by Department	**$ 105.30**

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
082 FIRE DEPT. - SUPPRESSION							
	144342	11/21/2018	08747	DOI/BLM	in	WILDLAND COURSE MATERIALS	246.43
	144362	11/21/2018	00914	HUTSELL, CHRIS	in	PER DIEM REIMBURSEMENT	99.92
	144372	11/21/2018	04244	L N CURTIS & SONS	in	PROTECTIVE CLOTHING	10,025.95
	144372	11/21/2018	04244	L N CURTIS & SONS	in	PROTECTIVE CLOTHING	11,717.91
						Total amount by Department	**$ 22,090.21**
090 ENGINEERING							
	144292	11/21/2018	00730	ADVANCE TRAVEL EXPENSE	in	REIMBURSE ADVANCE TRAVEL	30.26
	144398	11/21/2018	01479	PPI GROUP INC	in	SURVEY EQUIP REPAIR	380.10
	144422	11/21/2018	02536	STAPLES ADVANTAGE STAPLES CONTRA	in	CREDIT	-209.46
	144422	11/21/2018	02536	STAPLES ADVANTAGE STAPLES CONTRA	in	OFFICE SUPPLIES	166.69
	144433	11/21/2018	06270	TRI-CITY SIGN & BARRICADE CONSTRU(	in	SURVEY SUPPLIES	166.94
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	14.88
						Total amount by Department	**$ 549.41**
101 CORPORATE & COMMUNITY SERVICES							
	144292	11/21/2018	00730	ADVANCE TRAVEL EXPENSE	in	REIMBURSE ADVANCE TRAVEL	317.69
	144385	11/21/2018	01030	NAVIA BENEFIT SOLUTIONS CLIENT PAY	in	FLEX PLAN SERVICES	344.45
	144426	11/21/2018	08315	TALENTWISE SOLUTIONS LLC	in	PROFESSIONAL SERVICE	260.00
						Total amount by Department	**$ 922.14**
113 PARKS DEPT.-RECREATION SERVICES							
	144293	11/21/2018	08444	ALL ABOUT EMBROIDERY KATHLEEN A'	in	UNIFORM	128.10
	144295	11/21/2018	08070	ALLUSIONS FACE & BODY ART	in	HOLIDAY WINDOW PAINTING	70.00
	144296	11/21/2018	05911	AMERICAN BUILDING MAINTENANCE	in	BLDG CLEANING	675.00
	144313	11/21/2018	01543	BENTON-FRANKLIN HEALTH DIST. ENVI	in	PERMIT	200.00
	144323	11/21/2018	06102	CCR-TRI-CITIES III LLC	in	RADIO ADS	500.00
	144327	11/21/2018	00435	CITY OF PASCO	in	SUPPLIES	414.67
	144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	8.16
	144425	11/21/2018	01812	SUNBELT RENTALS	in	CONTRACTUAL SERVICES	308.61
	144434	11/21/2018	03883	U R M CASH & CARRY	in	OPERATING SUPPLIES	65.62
	144437	11/21/2018	03564	US LINEN AND UNIFORM	in	TABLECLOTH RENTAL	87.97
	144437	11/21/2018	03564	US LINEN AND UNIFORM	in	TABLECLOTH RENTAL	15.20
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	482.33
						Total amount by Department	**$ 2,955.66**
114 PARKS DEPT.-FACILITIES MAINT.							
	144296	11/21/2018	05911	AMERICAN BUILDING MAINTENANCE	in	CLEANING SERVICE	300.00

Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
144296	11/21/2018	05911	AMERICAN BUILDING MAINTENANCE	in	CLEANING SERVICE	619.83
144296	11/21/2018	05911	AMERICAN BUILDING MAINTENANCE	in	CLEANING SERVICE	300.00
144304	11/21/2018	06553	BASIN SOD INC	in	SOD - BALL FIELD	376.32
144305	11/21/2018	04052	BATTERIES PLUS	in	BATTERIES -EMERGENCY EXIT	173.33
144305	11/21/2018	04052	BATTERIES PLUS	in	LIGHT REPAIR	173.33
144306	11/21/2018	01726	BAVCO APPARATUS & VALVE CO	in	BACK FLOW REPAIR	101.43
144307	11/21/2018	03707	BAXTER AUTO PARTS	in	COMPRESSOR MAINT.	42.29
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	132.41
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	131.55
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	18.45
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	2,756.36
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	286.71
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	108.86
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	18.59
144322	11/21/2018	00083	CASCADE NATURAL GAS	in	GAS SERVICE	4,253.76
144332	11/21/2018	00505	COLUMBIA GRAIN & FEED INC	in	BACK PACK - BLOWER	488.65
144346	11/21/2018	00166	FARMERS EXCHANGE	in	CHAIN SAW	390.95
144346	11/21/2018	00166	FARMERS EXCHANGE	in	SPIDER SPRAY	13.02
144347	11/21/2018	07587	FAST SIGNS	in	POD SIGN	482.50
144349	11/21/2018	09237	FIKES NORTHWEST CORP	in	AIR FRESHNER SVC	177.71
144350	11/21/2018	05910	FRANKLIN CONSERVATION DISTRICT	in	PLANT MATERIAL	171.86
144351	11/21/2018	00409	FRONTIER FENCE INC	in	MAINT. SUPPLIES	4.00
144352	11/21/2018	09431	G & R AG PRODUCTS INC	in	MOWER REPAIR	167.19
144352	11/21/2018	09431	G & R AG PRODUCTS INC	in	MOWER REPAIR	167.19
144355	11/21/2018	01775	GRAINGER	in	HOSE BIB REPAIR	88.46
144355	11/21/2018	01775	GRAINGER	in	PRESSURE GAUGE	59.08
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	IRRIGAITON REPAIR	64.02
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	IRRIGATION REPAIR	10.68
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	IRRIGATION REPAIR	2.67
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	IRRIGATION REPAIR	25.86
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	IRRIGATION REPAIR	8.99
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	WATER HEATER REPAIR	42.18
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	SINK REPAIR	13.54
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	10.25
144392	11/21/2018	05607	PALMER ROOFING COMPANY	in	ROOF REPAIR	814.50
144397	11/21/2018	00329	PLATT ELECTRIC SUPPLY COMPANY REX	in	LIGHT REPAIR	115.01
144405	11/21/2018	01817	RADIO SERVICE COMPANY INC	in	RADIO REPAIR	67.09

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144406	11/21/2018	00957	RANCH & HOME INC	in	LIGHT REPAIR	41.24
	144406	11/21/2018	00957	RANCH & HOME INC	in	ANTIFREEZE	181.93
	144406	11/21/2018	00957	RANCH & HOME INC	in	SUPPLIES	7.58
	144416	11/21/2018	07555	SHERWIN-WILLIAMS COMPANY	in	SOCCER FIELD PAINT	170.94
	144416	11/21/2018	07555	SHERWIN-WILLIAMS COMPANY	in	PAINT - CONFERENCE ROOM	137.80
	144430	11/21/2018	09823	TOP TREE SERVICE LLC	in	TREE ASSESSMENT	3,801.00
	144436	11/21/2018	00493	UNITED RENTALS NORTHWEST INC	in	EQUIPMENT RENTAL	2,984.78
	144446	11/21/2018	00104	WA STATE LABOR & INDUSTRIES	in	ANNUAL OPERATING CERT.	129.00
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	4.46
						Total amount by Department	**$ 20,637.35**
120 NON-DEPARTMENTAL							
	144294	11/21/2018	03145	ALL DOORS, INC.	in	SERVICE- UNION ST LIBRARY	162.90
	144300	11/21/2018	03088	APOLLO MECHANICAL CONTRACTORS A	in	SERVICE - LIBRARY	80.36
	144308	11/21/2018	08297	BENTON CO COMMISSIONERS	in	DIST COURT/OPD BILLINGS	97,459.18
	144320	11/21/2018	00310	BUILDERS FIRSTSOURCE	in	PARTS & SUPPLIES	151.34
	144320	11/21/2018	00310	BUILDERS FIRSTSOURCE	in	PARTS & SUPPLIES	34.75
	144322	11/21/2018	00083	CASCADE NATURAL GAS	in	GAS SERVICE	235.12
	144327	11/21/2018	00435	CITY OF PASCO	in	ANIMAL CONTROL	21,599.25
						Total amount by Department	**$ 119,722.90**
360 MISCELLANEOUS REVENUE							
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	216.45
						Total amount by Department	**$ 216.45**
						Total amount by Fund	**$ 279,780.84**
101 STREET FUND							
010 STREETS							
	144320	11/21/2018	00310	BUILDERS FIRSTSOURCE	in	SNOW PLOW STORAGE	167.87
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	SNOW TIRE WHEELS	920.93
	144364	11/21/2018	00113	INLAND ASPHALT COMPANY	in	ROADWAY MATERIALS	2,785.81
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	SCREEN - DE-ICER	119.72
	144379	11/21/2018	00195	MCLOUGHLIN & EARDLEY, INC SIRENNE	in	SNOW PLOW	374.39
	144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	52.07
	144405	11/21/2018	01817	RADIO SERVICE COMPANY INC	in	RADIO MAINT.	167.24
	144407	11/21/2018	03569	RAY POLAND AND SONS INC	in	INSURANCE - SNOW REMOVAL	100.00
	144414	11/21/2018	00111	SHARPE & PRESZLER CONSTRUCTION	in	INS REIMB - SNOW & ICE REMOVAL	100.00
	144428	11/21/2018	00172	THE TRI-CITY HERALD ADVERTISING	in	RATE INCREASE	32.26

Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
					Total amount by Department	**$ 4,820.29**
020 TRAFFIC						
144302	11/21/2018	09445	AVERY DENNISON CORPORATION	in	SIGN MATERIAL	347.20
144302	11/21/2018	09445	AVERY DENNISON CORPORATION	in	SIGN MATERIALS	1,587.60
144302	11/21/2018	09445	AVERY DENNISON CORPORATION	in	SIGN MATERIAL	93.50
144302	11/21/2018	09445	AVERY DENNISON CORPORATION	in	SIGN MATERIAL	330.40
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	187.83
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	47.37
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	331.01
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	97.19
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	739.30
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	1,562.93
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	71.40
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	67.85
144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	684.56
144387	11/21/2018	07229	NORTHWEST SIGN RECYCLING	in	SIGN BLANKS	2,232.14
144391	11/21/2018	00276	PACIFIC STEEL & RECYCLING	in	SIGN PARTS	85.53
144422	11/21/2018	02536	STAPLES ADVANTAGE STAPLES CONTRA	in	OFFICE SUPPLIES	35.72
					Total amount by Department	**$ 8,501.53**
					Total amount by Fund	**$ 13,321.82**
103 URBAN ARTERIAL STREET FUND						
010 URBAN ARTERIAL DEPARTMENT						
144309	11/21/2018	00034	BENTON COUNTY AUDITOR	in	RECORDING	208.00
144312	11/21/2018	00084	BENTON PUD NO. 1	in	DEVELOPERS AGREEMENT	10,451.90
144407	11/21/2018	03569	RAY POLAND AND SONS INC	in	CONTRACT P1720-18	2,012.46
144445	11/21/2018	07477	WA STATE DEPT TRANSPORTATION	in	GCB AGREEMENT	359.28
					Total amount by Department	**$ 13,031.64**
					Total amount by Fund	**$ 13,031.64**
107 COMMUNITY DEVELOPMENT FUND						
040 HOME						
144314	11/21/2018	04125	BENTON-FRANKLIN TITLE CO.	in	2K13-14	180.00
					Total amount by Department	**$ 180.00**
					Total amount by Fund	**$ 180.00**

Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
111 ASSET FORFEITURE FUND						
010 ASSET FORFEITURE FUND						
144367	11/21/2018	09758	ISAKSON KIRK	in	CAT REIMBURSEMENT	100.00
					Total amount by Department	**$ 100.00**
					Total amount by Fund	**$ 100.00**
116 LODGING TAX FUND						
010 LODGING TAX FUND						
144336	11/21/2018	06464	COVEY COMMUNICATIONS DBA SPORTS	in	TOURISM AD	850.00
					Total amount by Department	**$ 850.00**
					Total amount by Fund	**$ 850.00**
117 CRIMINAL JUSTICE SALES TAX FUND						
010 CRIMINAL JUSTICE SALES TAX FUND						
144288	11/21/2018	09722	A CATERED AFFAIR	in	BLEA MEALS	264.38
144450	11/21/2018	00853	WEST GROUP PAYMENT CENTER	in	OCTOBER 2018	2,906.05
					Total amount by Department	**$ 3,170.43**
					Total amount by Fund	**$ 3,170.43**
300 CAPITAL IMPROVEMENTS FUND						
010 STREET IMPROVEMENTS						
144343	11/21/2018	09910	DURHAM RYAN	in	RECORDING FEE - REIMB	104.55
144431	11/21/2018	03255	TRAFFIC DATA GATHERING	in	TRAFFIC VOLUME COUNTS	23,150.00
144451	11/21/2018	02368	WESTERN SYSTEMS INC	in	PARTS & SUPPLIES	4,643.12
144451	11/21/2018	02368	WESTERN SYSTEMS INC	in	PARTS & SUPPLIES	46,639.02
					Total amount by Department	**$ 74,536.69**
020 LAND AND FACILITIES						
144413	11/21/2018	00817	SENSKE LAWN & TREE CARE INC	in	CONTRACT P1702-17	2,764.96
					Total amount by Department	**$ 2,764.96**
900 CAPITAL PURCHASES						
144299	11/21/2018	09793	ANATUM GEOMOBILE SOLUTIONS LLC	in	GIS SYSTEM	2,995.00
					Total amount by Department	**$ 2,995.00**
					Total amount by Fund	**$ 80,296.65**

Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
401 WATER AND SEWER FUND						
144348	11/21/2018	00086	FERGUSON ENTERPRISES INC	in	INVENTORY	9,891.29
144358	11/21/2018	00865	H D FOWLER COMPANY INC	in	INVENTORY	197.60
144358	11/21/2018	00865	H D FOWLER COMPANY INC	in	INVENTORY	2,176.17
144358	11/21/2018	00865	H D FOWLER COMPANY INC	in	INVENTORY	325.59
					Total amount by Department	**$ 12,590.65**
010 WATER/SEWER OPERATIONS						
144289	11/21/2018	00088	A W W A, AMERICAN WATER WORKS ASS	in	AWWA MEMEBRSHIP DUES	3,866.00
144298	11/21/2018	02738	ANATEK LABS INC	in	WWTP LAB TEST	167.00
144300	11/21/2018	03088	APOLLO MECHANICAL CONTRACTORS A	in	PARTS & LABOR	479.79
144300	11/21/2018	03088	APOLLO MECHANICAL CONTRACTORS A	in	CLEANED COILS WWTP	160.73
144300	11/21/2018	03088	APOLLO MECHANICAL CONTRACTORS A	in	SERVICE - WWTP	160.73
144300	11/21/2018	03088	APOLLO MECHANICAL CONTRACTORS A	in	HVAC SERVICE WTP	499.40
144301	11/21/2018	00037	ART CARPENTER HARDWARE	in	BIRD CONTROL SUPPLIES	51.69
144303	11/21/2018	00214	BASIN DEPARTMENT STORE	in	UNIFORM ALLOWANCE	108.59
144305	11/21/2018	04052	BATTERIES PLUS	in	INVENTORY	156.30
144305	11/21/2018	04052	BATTERIES PLUS	in	PARTS & SUPPLIES	23.84
144305	11/21/2018	04052	BATTERIES PLUS	in	PARTS & SUPPLIES	171.53
144307	11/21/2018	03707	BAXTER AUTO PARTS	in	PARTS & SUPPLIES	7.68
144311	11/21/2018	00093	BENTON FRANKLIN DISTRICT HEALTH	in	DRINKING WATER TESTS	2,720.00
144311	11/21/2018	00093	BENTON FRANKLIN DISTRICT HEALTH	in	LAB SERVICES	302.00
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	45.01
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	4,059.57
144312	11/21/2018	00084	BENTON PUD NO. 1	in	ELECTRICITY	80.85
144322	11/21/2018	00083	CASCADE NATURAL GAS	in	GAS SERVICE	429.55
144324	11/21/2018	05050	CENTRAL HOSE & FITTINGS INC	in	PARTS & SUPPLIES	24.24
144345	11/21/2018	06964	EVOQUA WATER TECHNOLOGIES LLC	in	PARTS & SUPPLIES	1,433.52
144349	11/21/2018	09237	FIKES NORTHWEST CORP	in	AIR FRESHNER SVC	19.17
144355	11/21/2018	01775	GRAINGER	in	PARTS & SUPPLIES	103.96
144355	11/21/2018	01775	GRAINGER	in	PARTS - VAPEX INTSALL	23.28
144355	11/21/2018	01775	GRAINGER	in	PARTS - VAPEX INSTALL	3.34
144355	11/21/2018	01775	GRAINGER	in	PARTS & SUPPLIES	75.96
144360	11/21/2018	06569	HDR INC	in	CONSULTANT AGREEMENT	8,513.99
144360	11/21/2018	06569	HDR INC	in	CONSULTANT AGREEMENT	31,874.63
144365	11/21/2018	00529	INTERMOUNTAIN MATERIAL TESTING	in	TESTING SERVICES	616.50

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144366	11/21/2018	05737	INTERNATIONAL BELT & RUBBER SUPPL	in	PARTS & SUPPLIES	131.49
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	SHOP LIGHTS	36.71
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	SUPPLIES - VACTOR	11.51
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	14.81
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	8.30
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	43.59
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	123.65
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	PARTS & SUPPLIES	32.91
	144378	11/21/2018	05256	MCCUNE'S INSTRUMENTS	in	TEST KIT	87.04
	144390	11/21/2018	00917	OXARC, INC.	in	OXYGEN	7.92
	144400	11/21/2018	04818	PRO CUT CONCRETE CUTTING INC	in	REPAIR & MAINT.	271.50
	144403	11/21/2018	08218	QUALITY CONTROL SERVICES, INC.	in	LAB SERVICES	150.00
	144406	11/21/2018	00957	RANCH & HOME INC	in	SUPPLIES	212.81
	144410	11/21/2018	06065	RH2 ENGINEERING INC	in	CONSULTANT SERVICES	1,205.28
	144410	11/21/2018	06065	RH2 ENGINEERING INC	in	CONSULTANT SERVICES	248.82
	144417	11/21/2018	00724	SHOWCASE SPECIALTIES, INC.	in	UNIFORM ALLOWANCE	260.64
	144422	11/21/2018	02536	STAPLES ADVANTAGE STAPLES CONTRA	in	OFFICE SUPPLIES	35.72
	144423	11/21/2018	02430	STONEWAY ELECTRIC SUPPLY	in	PARTS & SUPPLIES	41.70
	144433	11/21/2018	06270	TRI-CITY SIGN & BARRICADE CONSTRU(	in	PAINT	111.29
	144435	11/21/2018	04764	UNITED PARCEL SERVICE	in	SHIPPING	10.81
	144439	11/21/2018	00030	VERIZON NORTHWEST	in	AIR CARD FOR CAMERA PROJECT	112.46
	144443	11/21/2018	00164	WA STATE DEPARTMENT OF ECOLOGY	in	BIOSOLIDS PERMIT	3,337.34
	144443	11/21/2018	00164	WA STATE DEPARTMENT OF ECOLOGY	in	DEBT SERVICE PAYMENT ON L130003	85,194.36
	144444	11/21/2018	07297	WA STATE DEPT OF HEALTH	in	ZONE 3-4 RESERVOIR DWSRF LOAN	240,266.67
	144444	11/21/2018	07297	WA STATE DEPT OF HEALTH	in	WATER TREATMENT FACILITIES DWSRF I	234,957.89
	144444	11/21/2018	07297	WA STATE DEPT OF HEALTH	in	RANNEY WELL DWSRF LOAN	176,484.01
	144448	11/21/2018	01035	WASHINGTON HARDWARE AND FURNITU	in	PARTS & SUPPLIES	7.59
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	68,497.64
						Total amount by Department	**$ 868,083.31**
						Total amount by Fund	**$ 880,673.96**

402 MEDICAL SERVICES FUND

010 MEDICAL SERVICES

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144319	11/21/2018	03495	BOUND TREE MEDICAL LLC	in	GENERAL MEDICAL SUPPLIES	439.50
	144319	11/21/2018	03495	BOUND TREE MEDICAL LLC	in	GENERAL MEDICAL SUPPLIES	180.85
	144321	11/21/2018	07715	CARDINAL HEALTH 411, INC	in	MEDICATION	435.41
	144321	11/21/2018	07715	CARDINAL HEALTH 411, INC	in	MEDICATION	518.98

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144321	11/21/2018	07715	CARDINAL HEALTH 411, INC	in	MEDICATION	59.98
	144321	11/21/2018	07715	CARDINAL HEALTH 411, INC	in	MEDICATION	81.62
	144326	11/21/2018	02481	CI INFORMATION MANAGEMENT CI SUP:	in	SHRED SERVICE	55.30
	144330	11/21/2018	07849	COLUMBIA BASIN ICE AND TRANSPORT	in	ICE - STATION 4	25.00
	144330	11/21/2018	07849	COLUMBIA BASIN ICE AND TRANSPORT	in	ICE - STATION 3	25.00
	144375	11/21/2018	08868	LIFE-ASSIST	in	GENERAL MEDICAL SUPPLIES	397.69
	144375	11/21/2018	08868	LIFE-ASSIST	in	GENERAL MEDICAL SUPPLIES	163.99
	144375	11/21/2018	08868	LIFE-ASSIST	in	CREDIT - RETURN	-468.50
	144375	11/21/2018	08868	LIFE-ASSIST	in	GENERAL MEDICAL SUPPLIES	466.60
	144375	11/21/2018	08868	LIFE-ASSIST	in	GENERAL MEDICAL SUPPLIES	305.60
	144380	11/21/2018	01676	MEDLINE INDUSTRIES INC	in	IV SUPPLIES	777.38
	144380	11/21/2018	01676	MEDLINE INDUSTRIES INC	in	MEDICAL SUPPLIES	388.69
	144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	10.79
	144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	19.22
	144390	11/21/2018	00917	OXARC, INC.	in	OXYGEN	82.62
	144438	11/21/2018	09909	U-SELECT-IT	in	SOFTWARE RENEWAL	1,200.00
	144455	11/21/2018	06869	ZOLL MEDICAL CORPORATION	in	MEDICAL SUPPLIES	534.32
	144455	11/21/2018	06869	ZOLL MEDICAL CORPORATION	in	MEDICAL SUPPLIES	96.94
	144455	11/21/2018	06869	ZOLL MEDICAL CORPORATION	in	MEDICAL SUPPLIES	739.13
	144455	11/21/2018	06869	ZOLL MEDICAL CORPORATION	in	MEDICAL SUPPLIES	1,480.69
	144455	11/21/2018	06869	ZOLL MEDICAL CORPORATION	in	MEDICAL SUPPLIES	390.96
	144455	11/21/2018	06869	ZOLL MEDICAL CORPORATION	in	MEDICAL SUPPLIES	392.23
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	7,101.57
						Total amount by Department	**$ 15,901.56**
						Total amount by Fund	**$ 15,901.56**

403 BUILDING SAFETY FUND

010 BUILDING SAFETY

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144293	11/21/2018	08444	ALL ABOUT EMBROIDERY KATHLEEN A´	in	BUILDING DEPT CLOTHING	742.59
	144293	11/21/2018	08444	ALL ABOUT EMBROIDERY KATHLEEN A´	in	BUILDING DEPT CLOTHING	87.93
	144377	11/21/2018	03842	MARTIN BUSINESS SYSTEMS	in	YELLOW LABELS	250.33
	144427	11/21/2018	06977	THE BUILDING DEPARTMENT INC	in	INSPECTIONS OCT 2018	3,862.50
	144454	11/21/2018	02427	WOODS, THOMAS	in	REIMBURSEMENT	115.00
						Total amount by Department	**$ 5,058.35**
						Total amount by Fund	**$ 5,058.35**

405 STORMWATER UTILITY FUND

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
010 STORMWATER							
	144324	11/21/2018	05050	CENTRAL HOSE & FITTINGS INC	in	VAC CON PARTS	74.98
	144406	11/21/2018	00957	RANCH & HOME INC	in	SWEEPER PARTS	36.36
	144417	11/21/2018	00724	SHOWCASE SPECIALTIES, INC.	in	UNIFORM ALLOWANCE	92.31
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	2,311.85
						Total amount by Department	**$ 2,515.50**
						Total amount by Fund	**$ 2,515.50**
501 EQUIPMENT RENTAL FUND							
	144305	11/21/2018	04052	BATTERIES PLUS	in	INVENTORY	575.36
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	PARTS & SUPPLIES	112.39
	144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	INVENTORY	266.70
	144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	INVENTORY	165.07
	144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	INVENTORY	212.33
	144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	INVENTORY	102.80
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	9.78
						Total amount by Department	**$ 1,444.43**
010 EQUIPMENT RENTAL							
	144297	11/21/2018	05681	AMERIGAS PROPANE LP	in	PROPANE - VEH. 0401	19.63
	144305	11/21/2018	04052	BATTERIES PLUS	in	BATTERY - VEH. 7805	214.97
	144307	11/21/2018	03707	BAXTER AUTO PARTS	in	EXHAUST CLAMP - VEH. 3737	1.41
	144307	11/21/2018	03707	BAXTER AUTO PARTS	in	CREDIT	-1.41
	144324	11/21/2018	05050	CENTRAL HOSE & FITTINGS INC	in	PARTS - VEH. 0156	28.83
	144329	11/21/2018	01310	COLEMAN OIL COMPANY	in	GENERATOR FUEL - CITY HALL	245.85
	144329	11/21/2018	01310	COLEMAN OIL COMPANY	in	FLEETWIDE FUEL ACCT #0870469	20,356.33
	144333	11/21/2018	08852	COMMERCIAL TIRE	in	FLAT REPAIR - VEH. 4206	49.96
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	PARTS - VEHICLE 0044	74.09
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	TANK ASSEMBLY - VEH. 7354	92.96
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	SERVICE - VEH. 4308	233.60
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	SERVICE - VEH. 7371	1,774.93
	144335	11/21/2018	07868	CORWIN FORD - TRI CITIES	in	MATERIALS & LABOR VEH. 7366	605.85
	144339	11/21/2018	09415	CUMMINS INC	in	SERVICE - GENERATOR F005	375.65
	144354	11/21/2018	09348	GENUINE AUTO GLASS OF TRI-CITIES LL	in	WINDSHIELD REPLACEMENT - VEH. 1003	174.02
	144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	ANNUAL INSPECTION & REPAIRS - VEH. 0	1,346.91
	144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	PREV. MAINTENANCE - VEH. 0229	598.66

Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	PREV. MAINTENANCE - VEH. 2801	598.66
144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	AIR COMPRESSOR - VEH. 0229	720.68
144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	PRESSURE SENSOR - VEH. 2801	561.79
144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	CREDIT - VEH. 0230	-1,951.87
144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	CREDIT	-3,013.77
144368	11/21/2018	02285	JIFFY CAR WASH, INC.	in	FLEET CAR WASHES	651.60
144369	11/21/2018	03363	JIM'S PACIFIC GARAGES INC	in	PARTS - VEH. 0228	445.36
144369	11/21/2018	03363	JIM'S PACIFIC GARAGES INC	in	SERVICE - VEH. 2802	489.58
144369	11/21/2018	03363	JIM'S PACIFIC GARAGES INC	in	RESERVOIR CAP - VEH. 4510	8.76
144369	11/21/2018	03363	JIM'S PACIFIC GARAGES INC	in	CREDIT - VEH. 0229	-63.55
144371	11/21/2018	02619	KENWORTH	in	LEVELING VALVE - VEH. 2206	348.02
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	REFRIGERANT	766.89
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	RETURNED ITEM	78.53
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	WINDSHIELD WASH -SHOP	32.45
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	CREDIT	-766.89
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	CREDIT	-78.53
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	OIL- VEH. F005	21.18
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	AIR DOOR ACTUATOR - VEH. 7127	35.64
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	HALOGEN BEAM - VEH. 0100	8.74
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	AIR FILTER - VEH. 2715	41.85
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	AIR FILTER - VEH. 2715	17.66
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	IDLE AIR VALVE- VEH. 0126	81.80
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	HYDRAULIC FILTER - VEH. 0156	19.40
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	OIL FILTER - VEH. 5706	5.47
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	LED LAMP - VEH. 0095	96.81
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	AIR FILTERS - VEH. 5701	24.98
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	FUSES - VEH. 0095	5.80
144384	11/21/2018	08875	NAPA PASCO AUTO PARTS	in	CREDIT - VEH. 0095	-96.81
144389	11/21/2018	04217	O'REILLY AUTO PARTS	in	BATTERY - VEH. 7372	146.80
144389	11/21/2018	04217	O'REILLY AUTO PARTS	in	BATTERY - VEH. 7127	147.66
144393	11/21/2018	06603	PAPE MACHINERY INC	in	FILTER PARTS - VEH. 5706	126.35
144396	11/21/2018	06241	PASCO TIRE FACTORY INC	in	TIRES - VEH. 5520	2,485.51
144399	11/21/2018	09368	PRINGLES POWER VAC	in	ANNUAL CLEANING	325.80
144402	11/21/2018	09822	QUALITY CHAIN CORP	in	TIRE CHAINS	1,442.68
144411	11/21/2018	03691	RMT EQUIPMENT	in	PARTS - VEH. 3108	462.24
144453	11/21/2018	01241	WOODPECKER TRUCK	in	ENG. HEATER - VEH. 0156	105.44
144453	11/21/2018	01241	WOODPECKER TRUCK	in	BATTERY BOX LID -VEH. 0154	212.42

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	10.75
						Total amount by Department	**$ 30,748.12**
390 OTHER FINANCING SOURCES							
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	410.22
						Total amount by Department	**$ 410.22**
						Total amount by Fund	**$ 32,602.77**
502 CENTRAL STORES FUND							
	144355	11/21/2018	01775	GRAINGER	in	IRRIGATION SUPPLIES	122.54
	144355	11/21/2018	01775	GRAINGER	in	GENERAL SUPPLIES	515.97
	144355	11/21/2018	01775	GRAINGER	in	INVENTORY	287.93
	144370	11/21/2018	00078	KENNEWICK INDUSTRIAL & ELEC	in	IRRIGATION SUPPLIES	492.65
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	76.11
						Total amount by Department	**$ 1,495.20**
010 CENTRAL STORES							
	144290	11/21/2018	01526	ABADAN	in	COPIER MAINTENANCE	68.72
	144290	11/21/2018	01526	ABADAN	in	COPIER MAINTENANCE	850.84
	144290	11/21/2018	01526	ABADAN	in	COPIER MAINTENANCE	322.09
	144290	11/21/2018	01526	ABADAN	in	COPIER MAINTENANCE	276.53
	144290	11/21/2018	01526	ABADAN	in	COPIER MAINTENANCE	26.80
	144290	11/21/2018	01526	ABADAN	in	COPIER MAINTENANCE	1,065.21
	144374	11/21/2018	06743	LEAF CAPITAL FUNDING LLC	in	COPIER RENTAL	603.82
	144374	11/21/2018	06743	LEAF CAPITAL FUNDING LLC	in	COPIER RENTAL	373.58
	144374	11/21/2018	06743	LEAF CAPITAL FUNDING LLC	in	COPIER RENTAL	207.29
	144374	11/21/2018	06743	LEAF CAPITAL FUNDING LLC	in	COPIER RENTAL	166.17
						Total amount by Department	**$ 3,961.05**
						Total amount by Fund	**$ 5,456.25**
503 RISK MANAGEMENT FUND							
010 RISK MANAGEMENT							
	144292	11/21/2018	00730	ADVANCE TRAVEL EXPENSE	in	REIMBURSE ADVANCE TRAVEL	351.40
	144318	11/21/2018	03035	BI-STATE OCCUPATIONAL SAFETY & HEA	in	PROFESSIONAL SERVICES	1,210.00
	144361	11/21/2018	08711	HUGHES FIRE EQUIPMENT INC	in	MATERIALS & LABOR	1,920.48
	144394	11/21/2018	03458	PARAMOUNT COMMUNICATIONS INC	in	MATERIALS & LABOR	1,977.84

Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
					Total amount by Department	**$ 5,459.72**
					Total amount by Fund	**$ 5,459.72**
611 FIREMEN'S PENSION FUND						
010 FIREMEN'S PENSION						
144315	11/21/2018	04065	BERNA LETA	in	LEOFF 1 PENSION	298.10
144328	11/21/2018	00127	CLEAVENGER, BUDDY L	in	LEOFF 1 PENSION	926.05
144334	11/21/2018	00128	COMSTOCK, WILLIAM J	in	LEOFF 1 PENSION	856.35
144340	11/21/2018	00121	DEINES, JAMES I	in	LEOFF 1 PENSION	2,875.33
144344	11/21/2018	05685	ECKERT NANCY	in	LEOFF 1 PENSION	1,332.79
144356	11/21/2018	00122	GRAVES MARJORIE	in	LEOFF 1 PENSION	2,618.65
144401	11/21/2018	06700	PURDY PAULA	in	LEOFF 1 PENSION	850.90
144409	11/21/2018	00145	REMUS, LARRY J	in	LEOFF 1 PENSION	869.70
144415	11/21/2018	00148	SHAW, LEONARD	in	LEOFF 1 PENSION	636.56
144419	11/21/2018	00150	SLEATER, LARRY L	in	LEOFF 1 PENSION	1,349.83
144440	11/21/2018	00152	VICKERMAN THOMAS	in	LEOFF 1 PENSION	491.47
144452	11/21/2018	00154	WILLEBY, DONALD R	in	LEOFF 1 PENSION	707.79
					Total amount by Department	**$ 13,813.52**
					Total amount by Fund	**$ 13,813.52**
612 OPEB TRUST FUND						
010 OPEB TRUST FUND						
144388	11/21/2018	03700	OFFICE DEPOT INC	in	OFFICE SUPPLIES	14.02
					Total amount by Department	**$ 14.02**
					Total amount by Fund	**$ 14.02**
634 BI-COUNTY POLICE INFO NETWORK						
010 BI-COUNTY POLICE INFO NETWORK						
144412	11/21/2018	06976	SCIENS CONSULTING LLC	in	CONTRACTUAL SERVICES	14,120.00
					Total amount by Department	**$ 14,120.00**
					Total amount by Fund	**$ 14,120.00**
642 METRO DRUG FORFEITURE FUND						
010 NONE						
144329	11/21/2018	01310	COLEMAN OIL COMPANY	in	FUEL - METRO VEHICLES	173.64
144338	11/21/2018	07711	CULLIGAN WATER CONDITIONING	in	DRINKING WATER - OFFICE	51.49

	Check #	Check Date	Vendor #	Vendor Name		Description of Services	Amount $
	144341	11/21/2018	04009	DINA P NAVEJAR INTER-CITY PROCESSIN	in	MESSENGER SERVICE - OCT	50.00
T	300349	11/14/2018	00167	WA STATE DEPT OF REVENUE	in	EXCISE TAX	17.20
						Total amount by Department	**$ 292.33**
						Total amount by Fund	**$ 292.33**
						Grand Total:	**$ 1,366,639.36**

I, Dan Legard, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.

Dan Legard

Dan Legard, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 144260 through 144455	$ 1,286,603.01
Wire transfer number 300349	80,036.35
Total	$ 1,366,639.36

The above total excludes checks written for payment of refunds and collected amounts due to other entities.

Exceptions:

Council Agenda Coversheet					
Agenda Item Number	3.b.(2)	Council Date	12/04/2018	Consent Agenda	☒
Agenda Item Type	General Business Item			Ordinance/Reso	☐
Subject	Columbia Park Golf Course Account			Public Mtg / Hrg	☐
Ordinance/Reso #		Contract #		Other	☐
Project #		Permit #		Quasi-Judicial	☐
Department	Finance				

KENNEWICK WASHINGTON

Recommendation

That Council approve the Claims Roster for the Columbia Park Golf Course Account for October 2018.

Motion for Consideration

I move to approve the Claims Roster for the Columbia Park Golf Course Account for October 2018 in the amount of $35,003.63, comprised of check numbers 262-263, 310, 2429-2436 in the amount of $28,532.10 and electronic transfers in the amount of $6,471.53.

Summary

The first page of the roster is a summary of check and electronic transfer activity, with the following pages presenting more detailed information.

Alternatives

None.

Fiscal Impact

Total $35,003.63.

Through	Denise Winters Nov 26, 16:07:00 GMT-0800 2018
Dept Head Approval	Dan Legard Nov 27, 08:48:12 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 22:50:58 GMT-0800 2018

Attachments: Roster

☐ **Recording Required?**

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
OCTOBER 2018

Check Number	Vendor Check Name	Check Date	Amount	Type
262	KING BEVERAGE	10/4/2018	$54.10	Check
263	KING BEVERAGE	10/18/2018	$38.68	Check
310	KING BEVERAGE	10/25/2018	$42.18	Check
2429	COURSECO, INC	10/5/2018	$1,337.47	Check
2430	KENNEWICK GOLF CORPORATION	10/5/2018	$17,558.72	Check
2431	COLUMBIA POINT GOLF COURSE	10/11/2018	$423.52	Check
2432	KENNEWICK GOLF CORPORATION	10/11/2018	$4,389.68	Check
2433	MELISSA HIBBARD	10/11/2018	$180.00	Check
2434	COURSECO, INC	10/17/2018	$38.07	Check
2435	YELP	10/25/2018	$80.00	Check
2436	KENNEWICK GOLF CORPORATION	10/26/2018	$4,389.68	Check
ADP 522082145	ADP, LLC	10/5/2018	$95.03	EFT
ADPTS 006820247	ADP TOTAL SOURCE (AUTOPAY)	10/10/2018	$3,209.65	EFT
CIG 809147 0918	CAPITAL INSURANCE GROUP	10/1/2018	$601.18	EFT
217445	MERCANTILE SYSTEMS, INC.	10/11/2018	$116.50	EFT
219175	CITY OF KENNEWICK ELECTRICAL	10/18/2018	$628.48	EFT
219202	PEPSI COLA BOTTLING CO.	10/19/2018	$238.25	EFT
219234	FRONTIER COMMUNICATIONS	10/22/2018	$289.94	EFT
219249	CINTAS CORPORATION #608	10/22/2018	$158.51	EFT
219277	BLUE ROOM	10/24/2018	$481.00	EFT
219339	IT HAVEN	10/18/2018	$54.30	EFT
221044	ANTIGUA GROUP, INC	10/24/2018	$59.66	EFT
ACH	WESTERN EQUIPMENT	10/19/2018	$161.49	EFT
ACH	COLEMAN OIL COMPANY	10/19/2018	$377.54	EFT
			$35,003.63	

I, Dan Legard, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.

Dan Legard

Dan Legard, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 262-263, 310, 2429-2436	$	28,532.10
Electronic transfers		6,471.53
Total	$	35,003.63

Exceptions:

Check	Vendor	Date	Amount		Debit	Credit
262	KING BEVERAGE	10/4/2018		$54.10		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			54.10
	PURCH	49300-070-244-00	COGS - BEER		54.10	
263	KING BEVERAGE	10/18/2018		$38.68		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			38.68
	PURCH	49300-070-244-00	COGS - BEER		38.68	
310	KING BEVERAGE	10/25/2018		$42.18		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			42.18
	PURCH	49300-070-244-00	COGS - BEER		42.18	
2429	COURSECO, INC	10/5/2018		$1,337.47		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			1,337.47
	PURCH	25000-000-244-00	LEASE PAYABLE		1,297.89	
	PURCH	51900-080-244-00	CONTRACT SERVICES		39.58	
2430	KENNEWICK GOLF CORPATION	43378	17558.72			
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			17,558.72
	PURCH	59600-080-244-00		$0.00	1,098.01	
	PURCH	59610-080-244-00	MANAGEMENT FEE		3,291.67	
	PURCH	59600-080-244-00	ACCOUNTING FEES		1,098.01	
	PURCH	59610-080-244-00	MANAGEMENT FEE		3,291.67	
	PURCH	59600-080-244-00	ACCOUNTING FEES		1,098.01	
	PURCH	59610-080-244-00	MANAGEMENT FEE		3,291.67	
	PURCH	59600-080-244-00	ACCOUNTING FEES		1,098.01	
	PURCH	59610-080-244-00	MANAGEMENT FEE		3,291.67	
2431	COLUMBIA POINT GOLF	10/11/2018		$423.52		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			423.52
	PURCH	50100-060-244-00	SALARIES		192.30	
	PURCH	50100-080-244-00	SALARIES		192.30	
	PURCH	50200-060-244-00	HOURLY WAGES		38.92	
2432	KENNEWICK GOLF CORPATION	10/11/2018		$4,389.68		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			4,389.68
	PURCH	59600-080-244-00	ACCOUNTING FEES		1,098.01	
	PURCH	59610-080-244-00	MANAGEMENT FEE		3,291.67	
2433	MELISSA HIBBARD	10/11/2018		$180.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			180.00
	PURCH	52100-080-244-00	TELECOMMUNICATIONS		180.00	
2434	COURSECO, INC	10/17/2018		$38.07		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			38.07
	PURCH	51900-080-244-00	CONTRACT SERVICES		38.07	
2435	YELP	10/25/2018		$80.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			80.00
	PURCH	53100-080-244-00	ADVERTISING & MARKETING		80.00	
2436	KENNEWICK GOLF CORPATION	10/26/2018		$4,389.68		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			4,389.68
	PURCH	59600-080-244-00	ACCOUNTING FEES		1,098.01	
	PURCH	59610-080-244-00	MANAGEMENT FEE		3,291.67	
ADP 522082145	ADP, LLC	10/5/2018		$95.03		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			95.03
	PURCH	51900-080-244-00	CONTRACT SERVICES		95.03	
ADPTS 006820247	ADP TOTAL SOURCE (AUTOPAY)	10/10/2018		$3,209.65		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			3,209.65
	PURCH	50800-050-244-00	HEALTH BENEFITS		1,594.03	
	PURCH	50800-060-244-00	HEALTH BENEFITS		1,615.62	
CIG 809147 0918	CAPITAL INSURANCE GROUP	10/1/2018		$601.18		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			601.18
	PURCH	18400-000-244-00	PREPAID GEN LIAB INS		601.18	
217445	MERCANTILE SYSTEMS, INC.	10/11/2018		$116.50		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP			116.50
	PURCH	51500-080-244-00	PROFESSIONAL SERVICES		116.50	
219175	CITY OF KENNEWICK ELECTRICAL	43391		628.48		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP			628.48
	PURCH	52200-80-244-00	UTILITIES - GAS & ELECTRIC		98.62	
	PURCH	52200-60-244-00	UTILITIES - GAS & ELECTRIC		38.35	
	PURCH	52210-060-244-00	GOLF CART ELECTRICITY		491.51	

Check	Vendor	Date	Amount	Debit	Credit
219202	PEPSI COLA BOTTLING CO.	43392	238.25		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		238.25
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	69.10	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	62.23	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	62.85	
	PURCH	51900-080-244-00	CONTRACT SERVICES	20.70	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	23.37	
219234	FRONTIER COMMUNICATIONS	43395	289.94		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		289.94
	PURCH	52100-080-244-00	TELECOMMUNICATIONS	289.94	
219249	CINTAS CORPORATION #085	43395	158.51		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		158.51
	PURCH	51900-080-244-00	CONTRACT SERVICES	85.16	
	PURCH	51900-060-244-00	CONTRACT SERVICES	73.35	
219277	BLUE ROOM	43397	481		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		481.00
	PURCH	52300-050-244-00	GARBAGE & DEBRIS REMOVAL	400.00	
	PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	81.00	
219339	IT HAVEN	43391	54.3		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		54.30
	PURCH	51900-060-244-00	CONTRACT SERVICES	54.30	
221044	ANTIGUA GROUP, INC	43397	59.66		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		59.66
	PURCH	51200-050-244-00	UNIFORMS	59.66	
Paid by ACH	WESTERN EQUIPMENT	43392	161.49		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		161.49
	PURCH	59200-060-244-00	IRRIGATION PIPES & HEADS	161.49	
Paid by ACH	COLEMAN OIL COMPANY	43392	377.54		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		377.54
	PURCH	58300-050-244-00	FUEL & OIL MAINTENANCE	100.10	
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	277.44	
				35,003.63	35,003.63

Council Agenda Coversheet

Agenda Item Number	3.c.	Council Date	12/04/2018
Agenda Item Type	General Business Item		
Subject	Payroll Roster (PPE 11/15/2018)		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

- [x] Consent Agenda
- [ ] Ordinance/Reso
- [ ] Public Mtg / Hrg
- [ ] Other
- [ ] Quasi-Judicial

Recommendation

That council approve the payroll roster.

Motion for Consideration

I move to approve the payroll roster in the amount of $2,451,110.35, for the period ended 11/15/2018, comprised of check numbers 72924 through 72936 and direct deposit numbers 164844 through 165294.

Summary

None.

Alternatives

None.

Fiscal Impact

Total $2,451,110.35.

Through	Phil Bleazard Nov 19, 12:58:31 GMT-0800 2018
Dept Head Approval	Dan Legard Nov 20, 07:58:59 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 22:52:22 GMT-0800 2018

Attachments: Roster

- [ ] **Recording Required?**

Payroll Roster for 11/15/2018

December 4, 2018

All Departments:		November 15, 2018
ADMINISTRATIVE TEAM		2,229.97
CITY COUNCIL		4,038.00
CITY MANAGER		11,893.07
CIVIL SERVICE		1,624.00
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT		41,850.61
EMPLOYEE & COMMUNITY RELATIONS		44,929.78
ENGINEERING		59,468.74
FACILITIES & GROUNDS		74,738.01
FINANCE		45,123.90
FIRE		240,401.74
LEGAL SERVICES		22,439.08
MANAGEMENT SERVICES		76,476.66
POLICE		446,370.93
	Subtotal General Fund	**1,071,584.49**
STREETS		15,118.60
TRAFFIC		24,087.78
	Subtotal Street Fund	**39,206.38**
BI-PIN		6,165.45
BUILDING SAFETY		37,032.91
COMMUNITY DEVELOPMENT		3,924.90
CRIMINAL JUSTICE		61,694.54
EQUIPMENT RENTAL		12,124.86
MEDICAL SERVICES		159,226.09
RISK MANAGEMENT		3,273.90
STORMWATER UTILITY		16,123.43
WATER & SEWER		131,236.65
	Subtotal Other Funds	**430,802.73**
	Total Salaries and Wages	**1,541,593.60**
Benefits:		
Dental Insurance		43,592.85
Industrial Insurance		26,062.73
Life Insurance		3,990.03
Long Term Disability Insurance		4,484.98
Medical Insurance		602,570.60
Medical Retirement Account		3,000.00
Retirement		133,132.31
Social Security (FICA)		85,029.71
Vision Insurance		7,653.54
	Total Benefits	**909,516.75**
	Grand Total	**$2,451,110.35**

I, Dan Legard, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of $2,451,110.35 comprised of check numbers 72924 through 72936 and direct deposit numbers 164844 through 165294.

Approved for payment:

Dan Legard

Dan Legard, Finance Director

Council Agenda Coversheet

Agenda Item Number	3.d.	Council Date	12/04/2018
Agenda Item Type	Resolution		
Subject	Artwork in Roundabout		
Ordinance/Reso #	18-25	Contract #	
Project #		Permit #	
Department	Employee & Community Relations		

- Consent Agenda ☒
- Ordinance/Reso ☒
- Public Mtg / Hrg ☐
- Other ☐
- Quasi-Judicial ☐

Recommendation

That Council adopt Resolution 18-25 approving art in City Right-of-Way.

Motion for Consideration

I move to adopt Resolution 18-25.

Summary

Spokane Teachers Credit Union (STCU) has purchased a piece of art "Blossoming Joy" for installation in the right-of-way at Hildebrand and Zintel Way. The selected art has been reviewed by the Kennewick Arts Commission and the commission recommends that council approve the resolution allowing STCU to install the piece within the right-of-way in the Spring of 2019.

Alternatives

None recommended

Fiscal Impact

None

Through	Terry Walsh Nov 28, 16:56:16 GMT-0800 2018
Dept Head Approval	Terry Walsh Nov 28, 16:56:20 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 22:55:59 GMT-0800 2018

Attachments: Resolution
Art picture

☐ **Recording Required?**

CITY OF KENNEWICK
RESOLUTION NO. 18-25

A RESOLUTION APPROVING ART IN CITY RIGHT-OF-WAY

WHEREAS, the City of Kennewick is desirous of showcasing public art for placement in the roundabout at Hildebrand Boulevard and Zintel Way; and

WHEREAS, a piece of art by Colbalt Designworks entitled “Blossoming Joy” has been purchased by the Spokane Teachers Credit Union (STCU); and

WHEREAS, the City’s Arts Commission conducted a public commission meeting to discuss the art and reviewed and approved the criteria for the art and no opposition was given regarding the piece; and

WHEREAS, upon City Council approval of the applicant, STCU will permit and allow installation as detailed in engineered drawings; and

WHEREAS, the following Findings are made for Art “Blossoming Joy:”

1. Proposed location: A roundabout on Hildebrand Boulevard and Zintel Way.
2. The art piece is constructed of fabricated metal, is three flowers and two figures of children.
3. The STCU will be the owner of the art piece and responsible for maintenance and repair.
4. The art piece has been selected because it is an appropriate piece for placement in the roundabout.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON that the Arts Commission has reviewed the request and has concluded the following: The proposed art piece is in keeping and compatible with the area and meets the six review criteria items as listed in KAC 9-11-040, and that the public interest and convenience will be served by the approval thereof; and

BE IT HEREBY FURTHER RESOLVED that the foregoing application be, and the same hereby is, approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 4th day of December, 2018, and signed in authentication of its passage this 4th day of December, 2018.

____
DON BRITAIN, Mayor

Attest:

____
TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 18-25 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 5th day of December, 2018.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk


Created in Partnership With
Blossoming Joy
stcu
KENNEWICK
WASHINGTON
cobalt
DESIGNWORKS

Council Agenda Coversheet

Agenda Item Number	3.e.	Council Date	12/04/2018
Agenda Item Type	Contract/Agreement/Lease		
Subject	Interagency Agreement for GEMT Program		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

- Consent Agenda ☒
- Ordinance/Reso ☐
- Public Mtg / Hrg ☐
- Other ☐
- Quasi-Judicial ☐

Recommendation

Staff recommends that Council authorize the City Manager to sign the Interagency Agreement with the Washington State Health Care Authority (HCA). This agreement is a requirement of the Ground Emergency Medical Transport (GEMT) Program.

Motion for Consideration

I move to authorize the City Manager to sign the Interagency Agreement with the Washington State Health Care Authority.

Summary

The GEMT Program provides supplemental payments to government owned ambulance companies for transports of Medicaid patients with a Federal match from Medicare. The payments are to bring providers closer to their average cost per transport.

The Interagency Agreement establishes the framework for intergovernmental transfers to provide payments for eligible claims that were originated in July of 2016 through June of 2018. After the agreement is signed and returned to HCA, HCA will send an invoice to the City for the local share of the supplemental payment. The City will pay HCA the local share. HCA then notifies Medicare to release the Federal portion of the payment. The Federal and local shares will then be disbursed to the City. The estimated time frame for the transactions is December 2018 through the second quarter of 2019.

Alternatives

None recommended.

Fiscal Impact

This agreement will allow the City to receive supplemental federal payments under the GEMT program for 1,631 eligible ambulance transports provided to Medicaid patients from July of 2016 through June of 2018. The payments received will typically be equal to 50% of the difference between the City's average cost per transport ($1,940 for FY 2017) and the amount already received from Washington Medicaid for these ambulance transports (approximately $168 plus $5 per loaded mile).

Through	Lynne Brown Nov 21, 09:34:20 GMT-0800 2018
Dept Head Approval	Dan Legard Nov 27, 17:46:05 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 23:08:34 GMT-0800 2018

Attachments: Agreement

☐ **Recording Required?**

Washington State Health Care Authority	**INTERAGENCYAGREEMENT** **Ground Emergency Medical Transport (GEMT)**	HCA Contract Number: K2852

THIS AGREEMENT made by and between Washington State Health Care Authority, hereinafter referred to as "HCA," and the party whose name appears below, hereinafter referred to as the "Contractor."

CONTRACTOR NAME **CITY OF KENNEWICK AMBULANCE**	CONTRACTOR doing business as (DBA)	
CONTRACTOR ADDRESS 210 W 6th Avenue Kennewick, WA 99336	WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)	
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE	CONTRACTOR E-MAIL ADDRESS lynne.brown@ci.kennewick.wa.us

HCA PROGRAM Ground Emergency Medical Transport	HCA DIVISION/SECTION FSD
HCA CONTACT NAME AND TITLE Shauna James Medical Assistance Program Specialist 3	HCA CONTACT ADDRESS PO Box 45510 Olympia, WA 98504-5510
HCA CONTACT TELEPHONE (360) 725-1952	HCA CONTACT E-MAIL ADDRESS HCAGEMTAdmin@hca.wa.gov

IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? ☐YES ☒NO	CFDA NUMBER(S)	FFATA Form Required ☐YES ☒NO
CONTRACT START DATE 12/01/2018	**CONTRACT END DATE** 06/30/2019	

PURPOSE OF CONTRACT:
To establish an Intergovernmental Transfer framework for HCA to reimburse the Contractor for providing Medicaid covered ground emergency medical transports pursuant to HB2007.

ATTACHMENTS/EXHIBITS. When the box below is marked with an X, the following Exhibits/Attachments are attached and are incorporated into this Contract Amendment by reference:
☒ Exhibit(s) (specify): Exhibit A, Statement of Work
☐ Attachment(s) (specify):
☐ Schedule(s) (specify):
☐ No Exhibits/Attachment

This terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below warrant that they have read and understand this Contract, and have authority to execute this Contract. This Contract shall be binding on HCA only upon signature by HCA.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
HCA SIGNATURE	PRINTED NAME AND TITLE James Gayton, Contracts Administrator Division of Legal Services	DATE SIGNED

HCA Special Terms and Conditions

1. **Definitions Specific to Interagency Agreement.** The words and phrases listed below, as used in this Interagency Agreement, shall each have the following definitions:

   "Contractor" means a ground emergency medical transport provider owned or operated by the state, city, county, fire protection district, community services district, health care district, federally recognized Indian tribe, or any unit of government defined under 42 C.F.R. Sec. 433.50.

   "Health Care Authority" or "HCA" means the agency designated by the Washington Legislature as the Single State Agency that oversees Washington State's medical assistance programs, including Medicaid, its employees and authorized agents.

   "Intergovernmental Transfer" or "IGT" or "MPG" means the guide detailing billing instructions on how a provider bills for health care-related services, equipment, and supplies provided to Medicaid-eligible clients. The guide is located at http://hca.wa.gov/billers-providers/claims-and-billing/professional-rates-and-billing-guides.

   "ProviderOne" means the Washington State consolidated single payment system for Medicaid, medical and similar health care provider claims.

   "Ground Emergency Medical Transport (GEMT) Program" allows qualified providers to receive supplemental payments for emergency ground ambulance transportation of Medicaid clients.

   "Local Matching Funds" means funds provided by the Contractor that:

   - Are derived from local tax based dollars; and
   - Are not local funds already being used as match for other federal programs, and meets applicable federal matching fund regulations.

2. **Purpose.** The purpose of this Agreement is to establish an Intergovernmental Transfer framework for HCA to reimburse the Contractor for providing covered GEMT services to Medicaid clients.

3. **Statement of Work.** The Contractor shall provide the services and do all things necessary for or incidental to the performance of work as set forth in Exhibit A, Statement of Work.

4. **Monitoring.** The Contractor must participate in the program monitoring process. HCA monitors GEMT services to assure compliance with agency policies, administrative codes, and definitions, OMB Circular A-87, and Medicare Provider Reimbursement Manual Pub. 15.1.

5. **Consideration.** Solely for continued provision of GEMT Services by means of an Intergovernmental Transfer (IGT) arrangement, under the arrangement, the GEMT provider shall provide all of the nonfederal funds required for receipt of federal Medicaid funding for the service.

   a. Funding Stipulations.

      (1) Local Matching Funds. The Contractor shall:

         (a) Use local matching funds as the State's share to claim Federal Financial Participation ("FFP"), if the local matching funds are appropriated directly to the State or local agency, or transferred from other government agencies (including Indian Tribes) to the State or local agency and are under its administrative control, or certified by the contributing government agency as expenditures eligible for FFP. Required local matching funds and certified expenditures must be at the government agency level.

(2) The Contractor shall cooperate in supplying any information to HCA that may be needed to verify accuracy of reimbursable billings.

(3) The Contractor shall not use funds payable under this Agreement as local match toward federal funds.

(4) The Contractor shall use these funds to supplement, not supplant the amount of federal, state and local funds otherwise expended or services provided under this Agreement.

(5) The Contractor shall not use funds payable under this Agreement for lobbying activities of any nature. The Contractor certifies that no state or federal funds payable under this Agreement shall be paid to any person or organization to influence, or attempt to influence, either directly or indirectly, an officer or employee of a state or federal agency, or an officer or member of any state or federal legislative body or committee, regarding the award, amendment, modification, extension, or renewal of a state or federal contract or grant.

(6) The Contractor shall not pay Consultants and/or Billing Agents, or Subcontractors on either a contingent, or percentage basis, for work performed as a result of this Agreement.

6. Billing and Payment

a. Contractor shall submit claims under this Agreement in accordance with Ambulance Transportation Provider Guide.

b. The Guide can also be accessed at:

http://hca.wa.gov/billers-providers/claims-and-billing/professional-rates-and-billing-guides

c. Contractor shall submit the required local matching funds within one hundred twenty (120) days from the date HCA fiscal staff submits the local match invoice to the GEMT provider. If the local match is not received within one hundred twenty (120) days, the provider will not receive the GEMT supplemental payment.

d. Contractor shall submit all initial claims no later than three hundred sixty five (365) days from the date of GEMT service(s). Contractor is encouraged to submit claims as quickly as possible. (See WAC 182-502-0150).

e. If the Contractor chooses to appeal a claim that was denied, or has questions regarding a Remittance Advice or Medicaid eligibility, they must contact Medicaid Customer Services for assistance at 1-800-562-3022.

f. The Contractor will not share or disclose their ProviderOne access information (i.e. user name, domain, and password) with anyone other than authorized GEMT personnel. If a disclosure of ProviderOne access information does occur, the Contractor must contact ProviderOne Security at 1-800-562-3022 to have their access privileges reset.

7. Notices.

Whenever one (1) party is required to give notice to the other party under this Interagency Agreement, it shall be deemed given if mailed by United States Postal Service, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

a. In the case of notice to the Contractor, notice shall be sent to the point of contact identified on page one (1) of this Interagency Agreement;

a. In the case of notice to HCA, notice shall be sent to:

Contract Services
Division of Legal Services
Health Care Authority
PO Box 42702
Olympia, Washington 98504-2702
Contracts@hca.wa.gov

Said notice shall become effective on the date delivered as evidenced by the return receipt or the date returned to sender for non-delivery other than for insufficient postage. Either party may at any time change its address for notification purposes by mailing a notice in accordance with this Section, stating the change and setting forth the new address, which shall be effective on the tenth (10^{th}) day following the effective date of such notice unless a later day is specified in the notice.

HCA General Terms and Conditions

1. **Definitions.** The words and phrases listed below, as used in this Interagency Agreement, shall each have the following definitions:

   a. "Agent" shall mean the Washington State Health Care Authority Director and/or the Director's delegate authorized in writing to act on behalf of the Director.

   b. "Allowable Cost" means an expenditure which meets the test of the appropriate Executive Office of the President of the United States' Office of Management and Budget Circular. The most significant factors which determine whether a cost is allowable are the extent to which the cost is:

      (1) Necessary and reasonable;

      (2) Allocable;

      (3) Authorized or not prohibited under Washington state or local laws and regulations; and

      (4) Adequately documented.

   c. "Authority" or "HCA" shall mean the Washington State Health Care Authority, any division, section, office, unit or other entity of the Authority, or any of the officers or other officials lawfully representing the Authority.

   d. "Confidential Information" means information that is exempt from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.

   e. "Contract" or "Agreement" or "Interagency Agreement" means the entire written agreement between the Authority and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this Interagency Agreement in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail (electronic mail) or fax (facsimile) transmission of a signed copy of this Interagency Agreement shall be the same as delivery of an original.

   f. "Contractor" means the individual or entity performing services pursuant to this Interagency Agreement and includes the Contractor's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Interagency Agreement. For purposes of any permitted Subcontract, "Contractor" includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.

   g. "Debarment" means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.

   h. "Encrypt" means to encode Confidential Information into a format that can only be read by those possessing a "key"; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 128 bits.

   i. "Hardened Password" means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.

   j. "HCA Contract Services" means the Washington State Health Care Authority central headquarters contracting office, or successor section or office.

k. "OMB" means the Office of Management and Budget of the Executive Office of the President of the United States.

l. "Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.

m. "Public Information" means information that can be released to the public. It does not need protection from unauthorized disclosure, but does need protection from unauthorized change that may mislead the public or embarrass HCA.

n. "Physically Secure" means that access is restricted through physical means to authorized individuals only.

o. "RCW" means the Revised Code of Washington. All references in this Interagency Agreement to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at: http://apps.leg.wa.gov/rcw/.

p. "Regulation" means any federal, state, or local regulation, rule, or ordinance.

q. "Secured Area" means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.

r. "Sensitive Information" means information that is not specifically protected by law, but should be limited to official use only, and protected against unauthorized access.

s. "Subcontract" means any separate agreement or contract between the Contractor and an individual or entity ("Subcontractor") to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Interagency Agreement.

t. "Successor" means any entity which, through amalgamation, consolidation, or other legal succession becomes invested with rights and assumes burdens of the original Contractor.

u. "Sub-recipient" means a non-Federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A sub-recipient may also be a recipient of other Federal awards directly from a federal awarding agency. See OMB Circular A-133 for additional details.

v. "Tracking" means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.

w. "Trusted Systems" include only the following methods of physical delivery:

   (1) Hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt;

   (2) United States Postal Service (USPS) first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail;

(3) Commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and

(4) The Washington State Campus mail system.

For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.

x. "Unique User ID" means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.

y. "Vendor" means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program. See OMB Circular A-133 for additional details.

z. "WAC" means the Washington Administrative Code. All references in this Interagency Agreement to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at: http://apps.leg.wa.gov/wac/.

2. **Access to Data.** In compliance with Chapter 39.26 RCW, the Contractor shall provide access to data generated under this contract to HCA, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

3. **Advance Payment.** HCA shall not make any payments in advance or anticipation of the delivery of services to be provided pursuant to this Interagency Agreement.

4. **Amendment.** Unless otherwise provided, this Interagency Agreement may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.

5. **Assignment.** The work to be provided under this Interagency Agreement, and any claims arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

6. **Assurances.** The Authority and the Contractor agree that all activity pursuant to this Interagency Agreement will be in accordance with all applicable federal, state and local laws, rules, and regulations.

7. **Attorneys' Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.

8. Billing Limitations.

a. The Authority shall pay the Contractor only for authorized services provided in accordance with this Interagency Agreement.

b. The Authority shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed. The Authority within the Special Terms and Conditions of this Interagency Agreement may reduce length of time following the provision of services in which the Contractor may submit claims for payment.

c. The Contractor shall not bill and HCA shall not pay for services performed under this Interagency Agreement, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.

9. Change in Status. In the event of substantive change in the legal status, organization structure, or fiscal reporting responsibility of the Contractor, the Contractor agrees to notify the HCA Contract Services of the change. The Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

10. Compliance with Applicable Law. At all times during the term of this Interagency Agreement, the Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to, nondiscrimination laws and regulations.

11. Confidentiality.

a. The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Interagency Agreement for any purpose that is not directly connected with Contractor's performance of the services contemplated hereunder, except:

(1) as provided by law; or,

(2) in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.

b. The Contractor shall protect and maintain all Confidential Information gained by reason of this Interagency Agreement against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:

(1) Allowing access only to staff that have an authorized business requirement to view the Confidential Information.

(2) Physically Securing any computers, documents, or other media containing the Confidential Information.

(3) Ensure the security of Confidential Information transmitted via fax (facsimile) by:

(a) Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.

(b) Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.

(c) Verifying after transmittal that the fax was received by the intended recipient.

(4) When transporting six (6) or more records containing Confidential Information, outside a Secure Area, do one or more of the following as appropriate:

(a) Use a Trusted System.

(b) Encrypt the Confidential Information, including:

i. Encrypting email and/or email attachments which contain the Confidential Information.

ii. Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.

Note: If the HCA Data Security Requirements Exhibit is attached to this Interagency Agreement, this item, 12.b.(4), is superseded by the language contained in the Exhibit.

(5) Send paper documents containing Confidential Information via a Trusted System.

(6) Following the requirements of the HCA Data Security Requirements Exhibit, if attached to this Interagency Agreement.

c. Upon request by HCA program staff, at the end of the Agreement term, or when no longer needed, the Contractor shall return the Data to HCA information technology staff or the Contractor shall certify in writing that they employed a HCA approved method to destroy the information. The Contractor may obtain information regarding approved destruction methods from the HCA contact identified on the cover page of this Interagency Agreement.

d. Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.

e. Notification of Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the HCA Contact designated on the cover page of this Interagency Agreement within one (1) business day of discovery. The Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or the Authority.

f. Subsequent Disclosure. The Contractor shall not release, divulge, publish, transfer, sell, disclose, or otherwise make the Confidential Information or Sensitive Data known to any other entity or person without the express prior written consent of the Authority's Public Disclosure Office, or as required by law.

If responding to public record disclosure requests under Chapter 42.56 RCW, the Contractor agrees to notify and discuss with the Authority's Public Disclosure Officer requests for all information that are part of this Interagency Agreement, prior to disclosing the information. The Authority upon request shall provide the Contractor with the name and contact information for the Authority Public Disclosure Officer. The Contractor further agrees to provide the Authority with a minimum of two calendar weeks to initiate legal action to secure a protective order under RCW 42.56.540.

12. **Conflict of Interest.** Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Authority may, in its sole discretion, by written notice to the Contractor terminate this Interagency Agreement if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or services under this Interagency Agreement.

    In the event this Interagency Agreement is terminated as provided above, the Authority shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of this Interagency Agreement by the Contractor. The rights and remedies of the Authority provided for in this Section shall not be exclusive and are in addition to any other rights and remedies provided by the law. The existence of facts upon which the Agent makes any determination under this section shall be an issue and may be reviewed as provided in the "Disputes" Section of this Interagency Agreement.

13. **Conformance.** If any provision of this Interagency Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

14. **Contractor Certification Regarding Ethics.** The Contractor certifies that the Contractor is now, and shall remain, in compliance with Chapter 42.52 RCW, Ethics in Public Service, throughout the term of this Interagency Agreement.

15. **Covenant against Contingent Fees.** The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Interagency Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Contractor for the purpose of securing business. The Authority shall have the right, in the event of breach of this clause by the Contractor, to annul this Interagency Agreement without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

16. **Debarment Certification.** The Contractor, by signature to this Interagency Agreement, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify the HCA Contact designated on the cover page of this Interagency Agreement if, during the term of this Interagency Agreement, the Contractor becomes Debarred. HCA may immediately terminate this Interagency Agreement by providing Contractor written notice if Contractor becomes Debarred during the term of this Interagency Agreement.

17. Disputes. Disputes shall be determined by a Dispute Board. Each party to this Interagency Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms, and applicable statutes and rules and make a determination of the dispute. As an alternative to this process, either party may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process shall control. Participation in either dispute process shall precede any judicial or quasi-judicial action and shall be the final administrative remedy available to the parties.

18. Force Majeure. If the Contractor is prevented from performing any of its obligations hereunder in whole or in part as a result of a major epidemic, act of God, war, terrorist acts, civil disturbance, court order, or any other cause beyond its control, such nonperformance shall not be grounds for termination for default. Immediately upon the occurrence of any such event, the Contractor shall commence to use its best efforts to provide, directly or indirectly, alternate and, to the extent practicable, comparable performance. Nothing in this Section shall be construed to prevent HCA from terminating this Interagency Agreement for reasons other than for default during the period of event set forth above, or for default, if such default occurred prior to such event.

19. Fraud and Abuse Requirements. The Contractor shall report in writing all verified cases of fraud and abuse, including fraud and abuse by the Contractor's employees and/or subcontractors, within five (5) business days, to the HCA Contact designated on page one of this Interagency Agreement. The report shall include the following information:

a. Subject(s) of complaint by name and either provider/subcontractor type or employee position;

b. Source of complaint by name and provider/subcontractor type or employee position;

c. Nature of compliant;

d. Estimate of the amount of funds involved;

e. Legal and administrative disposition of case.

20. Governing Law and Venue. This Interagency Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

21. Hold Harmless.

a. The Contractor shall be responsible for and shall hold HCA harmless from all claims, loss, liability, damages, or fines arising out of or relating to the Contractor's, or any Subcontractor's, performance or failure to perform this Interagency Agreement, or the acts or omissions of the Contractor or any Subcontractor.

b. The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

22. **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Interagency Agreement. The Contractor and his or her employees or agents performing under this Interagency Agreement are not employees or agents of the Authority. The Contractor, his or her employees, or agents performing under this Interagency Agreement will not hold himself/herself out as, nor claim to be, an officer or employee of the Authority by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.

    All payments accrued on account of payroll taxes, unemployment contributions, and other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

23. **Industrial Insurance Coverage.** The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, HCA may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. HCA may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by HCA under this Interagency Agreement, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

24. **Inspection.** The Contractor shall, at no cost, provide HCA and the Office of the State Auditor with reasonable access to Contractor's place of business, Contractor's records, and HCA client records, wherever located. These inspection rights are intended to allow HCA and the Office of the State Auditor to monitor, audit, and evaluate the Contractor's performance and compliance with applicable laws, regulations, and these Agreement terms. These inspection rights shall survive for six (6) years following this Interagency Agreement's termination or expiration.

25. **Limitation of Authority.** Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Interagency Agreement. Furthermore, any alteration, amendment, modification, or waiver of any Section or condition of this Interagency Agreement is not effective or binding unless made in writing and signed by the Agent or Agent's delegate.

26. **Maintenance of Records.** The Contractor shall maintain records relating to this Interagency Agreement and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Interagency Agreement. All records and other material relevant to this Interagency Agreement shall be retained for six (6) years after expiration or termination of this Interagency Agreement.

    Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

27. Notice of Overpayment. If the Contractor receives a vendor overpayment notice or a letter communicating the existence of an overpayment from the Washington State Department of Social and Health Services' Office of Financial Recovery (OFR), the Contractor may protest the overpayment determination by requesting an adjudicative proceeding. The Contractor's request for an adjudicative proceeding must:

a. Be received by the OFR at Post Office Box 9501, Olympia, Washington 98507-9501, within twenty-eight (28) calendar days of service of the notice;

b. Be sent by certified mail (return receipt) or other manner that proves OFR received the request;

c. Include a statement as to why the Contractor thinks the notice is incorrect; and

d. Include a copy of the overpayment notice.

Timely and complete requests will be scheduled for a formal hearing by the Washington State Office of Administrative Hearings. The Contractor may be offered a pre-hearing or alternative dispute resolution conference in an attempt to resolve the overpayment dispute prior to the hearing.

Failure to provide OFR with a written request for a hearing within twenty-eight (28) days of service of a vendor overpayment notice or other overpayment letter will result in an overpayment debt against the Contractor. HCA may charge the Contractor interest and any costs associated with the collection of this overpayment. HCA may collect an overpayment debt through lien, foreclosure, seizure and sale of the Contractor's real or personal property; order to withhold and deliver; or any other collection action available to HCA to satisfy the overpayment debt.

28. Order of Precedence. Each of the Exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order.

a. Applicable Federal and State of Washington statutes and regulations
b. Special Terms and Conditions (if any)
c. General Terms and Conditions
d. Exhibit A – Statement of Work
e. Any other provision, term or material incorporated herein by reference or otherwise incorporated.

29. Ownership of Material.

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Authority. The Authority shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Authority effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

The Contractor shall exert all reasonable effort to advise the Authority, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Authority shall receive prompt written notice of each notice or claim of copyright infringement received by the Contractor with respect to any data delivered under this Contract. The Authority shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

30. **Publicity.** The Contractor agrees to submit to the Authority all advertising and publicity matters relating to this Interagency Agreement wherein the Authority's name is mentioned or language used from which the connection of the Authority's name may, in the Authority's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity maters without the prior written consent of the Authority.

31. **Savings.** In the event funding from State, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Interagency Agreement and prior to its completion or termination, the Authority may terminate this Interagency Agreement under the "Termination Due to Change in Funding" Section, without the ten (10) day notice requirement, subject to renegotiation at the Authority's discretion under those new funding limitations and conditions.

32. **Severability.** If any term or condition of this Interagency Agreement is held invalid by any court, the remainder of this Interagency Agreement remains valid and in full force and effect.

33. **Site Security.** While on the Authority's premises, the Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations. Failure to comply with these regulations and/or policies may be grounds for revoking or suspending security access to these facilities. The Authority reserves the right and authority to immediately revoke security access or the Contractor's agents, employees, and/or subcontractors for any real or threatened breach of this provision. Upon reassignment or termination of any Contractor staff, the Contractor agrees to promptly notify the HCA Contract Services.

34. **Survivability.** The terms and conditions contained in this Interagency Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

35. **Subcontracting.** Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this Interagency Agreement without obtaining prior written approval of the Authority. In no event shall the existence of the subcontract operate to release or reduce the liability of the contractor to the Authority for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this Interagency Agreement.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Interagency Agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Authority or as provided by law.

If at any time during the progress of the work, the Authority determines in its sole judgment that any subcontractor is incompetent or undesirable, the Authority shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work.

The rejection or approval by the Authority of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under this Interagency Agreement, nor be the basis for additional charges to the Authority.

The Authority has no contractual obligations to any subcontractor or vendor under contract to the Contractor. The Contractor is fully responsible for all contractual obligations, financial or otherwise, to their subcontractors.

36. Sub-recipients.

a. General. If the Contractor is a sub-recipient of federal awards as defined by Office of Management and Budget (OMB) Circular A-133 and this Interagency Agreement, the Contractor shall:

(1) Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;

(2) Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;

(3) Prepare appropriate financial statements, including a schedule of expenditures of federal awards;

(4) Incorporate OMB Circular A-133 audit requirements into all agreements between the Contractor and its Subcontractors who are sub-recipients;

(5) Comply with any future amendments to OMB Circular A-133 and any successor or replacement Circular or regulation;

(6) Comply with the applicable requirements of either 2 CFR, Part 225 (OMB Circular A-87) or 2 CFR, Part 230 (OMB Circular A-122), and any successor or replacement Circular or regulation; and

(7) Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to www.ojp.usdoj.gov/ocr/ for additional information and access to the aforementioned Federal laws and regulations.)

b. Single Audit Act Compliance. If the Contractor is a sub-recipient and expends $500,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:

(1) Submit to the HCA contact person the data collection form and reporting package specified in OMB Circular A-133, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;

(2) Follow-up and develop corrective action for all audit findings; in accordance with OMB Circular A-133, prepare a "Summary Schedule of Prior Audit Findings."

c. Overpayments. If it is determined by HCA, or during the course of a required audit, that the Contractor has been paid unallowable costs under this Interagency Agreement, HCA may require the Contractor to reimburse HCA in accordance with either 2 CFR, Part 225 (OMB Circular A-87) or 2 CFR, Part 230 (OMB Circular A-122).

37. System Security. Unless otherwise provided, the Contractor agrees not to attach any Contractor-supplied computers, peripherals or software to the Authority Network without prior written authorization from Authority's Security Administrator. Contractor-supplied computer equipment, including both hardware and software, must be reviewed by the Authority Security Administrator prior to being connected to any Authority network connection and that it must have up-to-date anti-virus software and personal firewall software installed and activated on it.

Unauthorized access to Authority networks and systems is a violation of Authority Policy 06-03 and constitutes computer trespass in the first degree pursuant to RCW 9A.52.110. Violation of any of these laws or policies could result in termination of this Interagency Agreement and other penalties.

38. Termination for Convenience. Except as otherwise provided in this contract, the Agent may, by giving ten (10) days written notice, beginning on the second day after the mailing, terminate this contract in whole or in part when it is in the best interest of HCA. If this contract is so terminated, HCA shall be liable only for payment in accordance with the terms of this contract for services rendered prior to the effective date of termination.

39. Termination for Default. In the event HCA determines the Contractor has failed to comply with the conditions of this contract in a timely manner, HCA has the right to suspend or terminate this contract. HCA shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 3 days, the contract may be terminated. HCA reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by HCA to terminate the contract.

In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising, and staff time. The termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (i) was not in default, or (ii) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of HCA provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

40. Termination Due to Change in Funding. In the event funding from any state, federal, or other sources is withdrawn, substantially reduced, or limited in any way after the effective date of this Agreement and prior to the termination date, HCA may terminate this Agreement upon sixty (60) days' prior written notice to Contractor or upon the effective date of withdrawn or reduced funding, whichever occurs earlier. If this Agreement is so terminated, HCA shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination.

41. Termination or Expiration Procedures. Upon termination of this contract HCA, in addition to any other rights provided in this contract, may require the Contractor to deliver to HCA any property specifically produced or acquired for the performance of such part of this contract as has been terminated.

HCA shall pay to the Contractor the agreed upon price, if separately stated, for completed work and service accepted by HCA and the amount agreed upon by the Contractor and HCA for (i) completed work and services for which no separate price is stated; (ii) partially completed work and services; (iii) other property or services which are accepted by HCA; and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. HCA may withhold from any amounts due the Contractor such sum as the Agent determines to be necessary to protect HCA against potential loss or liability.

The rights and remedies of HCA provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

A. Stop work under the contract on the date, and to the extent specified in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;

C. Assign to HCA, in the manner, at the times, and to the extent directed by the Agent, all the rights, title, and interest of the Contractor under the orders and subcontracts so terminated; in which case HCA has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent the Agent may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to HCA and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract has been completed, would have been required to be furnished to HCA;

F. Complete performance of such part of the work as shall not have been terminated by the Agent; and

G. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which HCA has or may acquire an interest.

42. **Treatment of Property.** All property purchased or furnished by HCA for use by the Contractor during this Interagency Agreement term shall remain with HCA. Title to all property purchased or furnished by the Contractor for which the Contractor is entitled to reimbursement by HCA under this Interagency Agreement shall pass to and vest in HCA. The Contractor shall protect, maintain, and insure all HCA property in its possession against loss or damage and shall return HCA property to HCA upon Agreement termination or expiration.

43. **Treatment of Client Property**. Unless otherwise provided, the Contractor shall ensure that any adult Client receiving services from the Contractor has unrestricted access to the Client's personal property. The Contractor shall not interfere with any adult Client's ownership, possession, or use of the Client's property. The Contractor shall provide Clients under age eighteen (18) with reasonable access to their personal property that is appropriate to the Client's age, development, and needs. Upon termination of this Interagency Agreement, the Contractor shall immediately release to the Client and/or the Client's guardian or custodian all of the Client's personal property.

44. **Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the HCA Contracts Administrator or designee has the authority to waive any term or condition of this Contract on behalf of HCA.

Exhibit A – Statement of Work

1. The Contractor shall:

   a) Meet the applicable requirements in Chapter 182-546 WAC;

   b) Bill the agency in a timely manner for covered services provided to eligible clients in accordance with Chapter 182-502-0150 WAC and the HCA Ambulance Medicaid Provider Guide.

   c) Maintain sufficient documentation to support and justify the billed and paid claims in accordance with Chapter182-546-0300 WAC.

   d) Submit annually an agency Cost Report. The Cost Report must include the contractors allocated direct and indirect costs directly related to the GEMT services and must be submitted within 150 days after the close of SFY. The allocation must be completed in accordance with the CMS approved cost identification principles and standards such as Provider Reimbursement Manual Pub. 15-1 and OMB Circular A-87 and aligned with generally accepted accounting principles.

   e) Agree to participate in the IGT process by transferring local matching funds to HCA.

   f) Bear full responsibility for all submitted billing information completed by the Contractor, or Billing Agents, where applicable.

Council Agenda Coversheet

KENNEWICK WASHINGTON

Agenda Item Number	3.f.	Council Date	12/04/2018
Agenda Item Type	Contract/Agreement/Lease		
Subject	US395/Ridgeline Interchange Updated Prospectus		
Ordinance/Reso #		Contract #	
Project #	P1402	Permit #	
Department	Public Works		

- Consent Agenda [x]
- Ordinance/Reso [ ]
- Public Mtg / Hrg [ ]
- Other [ ]
- Quasi-Judicial [ ]

Recommendation

Staff recommends that the Council authorize the Mayor to execute the updated Local Agency Federal Aid Project Prospectus for US395/Ridgeline Drive Interchange project.

Motion for Consideration

I move to authorize the Mayor to execute the updated Local Agency Federal Aid Project Prospectus for US395/Ridgeline Drive Interchange project.

Summary

The US395/Ridgeline Drive Interchange project design work began in 2016. In the past two years we have completed the 30% design work for a selected underpass option at this intersection.

With revised numbers for projected costs and schedule, we are required as we begin the 100% design and right-of-way acquisition to update our Local Agency Federal Aid Project Prospectus to reflect the revisions.

Attached is the updated prospectus, which requires the signature of the Mayor for execution.

Alternatives

None recommended

Fiscal Impact

The project is fully funded with $15,000,000 in Connecting Washington funds, $1,944,259 in National Highway Freight Program funds, and $6,000,000 in a Public Works Trust Fund loan.

Through	Bruce Mills Nov 27, 08:37:48 GMT-0800 2018
Dept Head Approval	Cary Roe Nov 27, 19:26:04 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 23:12:16 GMT-0800 2018

Attachments: Prospectus

[ ] **Recording Required?**

Washington State Department of Transportation

Local Agency Federal Aid Project Prospectus

	Prefix	Route	( )
Federal Aid Project Number	STPUL	3457	002
Local Agency Project Number	P1402		(WSDOT Use Only)

Date	12/04/2018
DUNS Number	040187544
Federal Employer Tax ID Number	91-6001253

Agency	CA Agency	Federal Program Title
City of Kennewick	☑ Yes ☐ No	☑ 20.205 ☐ Other

Project Title	Latitude	Longitude
Ridgeline Drive Intersection Improvements	Start Latitude N 46-10-4.40 End Latitude N 46-10-53.10	Start Longitude W 119-11-57.20 End Longitude W 119-10-51.40

Project Termini From-To	Nearest City Name	Project Zip Code (+4)
US395 20.06 - 21.34	Kennewick	99336-0108

Begin Mile Post	End Mile Post	Length of Project	Award Type
ARM20.06	ARM21.34	1.28 miles	☑ Local ☐ Local Forces ☐ State ☐ Railroad

Route ID	Begin Mile Point	End Mile Point	City Number	County Number	County Name
US395	ARM 20.06	ARM 21.34	0610	03	Benton

WSDOT Region	Legislative District(s)	Congressional District(s)	Urban Area Number
South Central Region	8	4	4

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	2,311, 900	1,662,950	648,950	08/2014
R/W	3,875,400	3,875,400	0	01/2019
Const.	15,089,400	13,145,141	1,944,259	03/2020
Total	21,276,700	18,683,491	2,593,209	

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width	Number of Lanes
83 feet	5 lanes

US Highway 395 is a major north to south corridor running through Kennewick and Pasco.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Construction of a new, full access controlled interchange at the intersection of US395 and Ridgeline Drive. Includes widening on US395.

Local Agency Contact Person	Title	Phone
Bruce Mills	Deputy Public Works Director	(509) 585-4431

Mailing Address	City	State	Zip Code
1010 E. Chemical Drive - PO Box 6108	Kennewick	WA	99336-0108

Project Prospectus

By ______________________
Approving Authority

Title Bruce Mills, PE - Deputy Public Works Director — Date 11/8/2018

Agency	Project Title	Date
City of Kennewick	Ridgeline Drive Intersection Improvements	12/04/2018

Type of Proposed Work

Project Type (Check all that Apply)			Roadway Width	Number of Lanes
☑ New Construction	☐ Path / Trail	☐ 3-R	83 feet	5 lanes
☑ Reconstruction	☐ Pedestrian / Facilities	☐ 2-R		
☐ Railroad	☐ Parking	☐ Other		
☐ Bridge				

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	☐ Urban ☐ Rural ☑ NHS; ☐ Principal Arterial ☐ Minor Arterial ☐ Collector ☐ Major Collector ☐ Minor Collector ☐ Local Access	☑ Urban ☐ Rural ☐ NHS; ☐ Principal Arterial ☐ Minor Arterial ☐ Collector ☑ Major Collector ☐ Minor Collector ☐ Local Access
Terrain	☐ Flat ☑ Roll ☐ Mountain	☐ Flat ☑ Roll ☐ Mountain
Posted Speed	55	35
Design Speed	55	35
Existing ADT	19,748	2,717
Design Year ADT	39,887	15,700
Design Year	2041	2041
Design Hourly Volume (DHV)	3.064	1,220

Performance of Work

Preliminary Engineering Will Be Performed By	Others	Agency
Consultant	90 %	10 %
Construction Will Be Performed By	**Contract**	**Agency**
Contractor	100 %	%

Environmental Classification

☐ Class I - Environmental Impact Statement (EIS)

- ☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement

☑ Class II - Categorically Excluded (CE)

- ☐ Projects Requiring Documentation (Documented CE)

☐ Class III - Environmental Assessment (EA)

- ☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements

Environmental Considerations

None

Agency	Project Title	Date
City of Kennewick	Ridgeline Drive Intersection Improvements	12/04/2018

Right of Way

☐ No Right of Way Needed

* All construction required by the contract can be accomplished within the exiting right of way.

☑ Right of Way Needed

☑ No Relocation ☐ Relocation Required

Utilities	Railroad
☐ No utility work required	☑ No railroad work required
☐ All utility work will be completed prior to the start of the construction contract	☐ All railroad work will be completed prior to the start of the construction contract
☑ All utility work will be completed in coordination with the construction contract	☐ All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Relocation of water transmission line under Ridgeline Drive

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☐ Yes ☑ No

Remarks

Local agency funding includes $15,000,000 in Connecting Washington funds.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Kennewick - Don Britain, Mayor

Date 12/04/2018

By ______________________

Mayor/Chairperson

Council Agenda Coversheet

KENNEWICK WASHINGTON

Agenda Item Number	3.g.	Council Date	12/04/2018
Agenda Item Type	Contract/Agreement/Lease		
Subject	Street Waste Facilities Project		
Ordinance/Reso #		Contract #	
Project #	P1607-18	Permit #	
Department	Public Works		

- Consent Agenda [x]
- Ordinance/Reso [ ]
- Public Mtg / Hrg [ ]
- Other [ ]
- Quasi-Judicial [ ]

Recommendation

That City award Contract P1607-18 (Street Waste Facilities Project), to Premier Excavation, Inc. in the amount of $868,999.14, plus a 10% contingency amount of $86,899.91, for a total amount of $955,899.05.

Motion for Consideration

I move to award Contract P1607-18 (Street Waste Facilities Project), to Premier Excavation, Inc. in the amount of $868,999.14, plus a 10% contingency amount of $86,899.91, for a total amount of $955,899.05.

Summary

Nine (9) bids were received on November 20, 2018 at 10:00 a.m.

Premier Excavation, Inc.	$ 868,999.14	Rotschy, Inc.	$ 998,787.60
C & E Trenching, LLC	$ 869,537.00	Total Site Services	$ 1,019,072.45
Apollo, Inc.	$ 869,798.60	DW Excavating, Inc.	$ 1,167,091.92
Moreno & Nelson Const. Corp.	$ 922,835.00	Clearwater Const. & Mgmt.	$ 1,196,285.18
Allstar Construction Group, Inc.	$ 992,445.84		

Engineer's Estimate: $ 1,189,881.00

This project consists of the construction of a street waste facility. Work includes, but is not necessarily limited to, installation of storm drainage, water and sewer lines, street sweeper and vactor stations, clarifier, waste storage facilities, asphalt concrete pavement, irrigation, landscaping, a prefabricated restroom and other related work.

State law requires that we award contracts to a responsible bidder with the lowest responsive bid. We have received all bids and determined them all to be responsive. We are recommending award of this project to Premier Excavation, Inc. who we have determined to be a responsible bidder with the lowest responsive bid.

Alternatives

None recommended.

Fiscal Impact

Contract Budget: DOE Proviso Grant in the amount of $1,780,000

Decant Facility (405.010.594.31.63.01)

Through	
Dept Head Approval	Cary Roe Nov 28, 10:18:03 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 23:14:10 GMT-0800 2018

Attachments:

[ ] **Recording Required?**

Council Agenda Coversheet

Agenda Item Number	5.a.	Council Date	12/04/2018
Agenda Item Type	Ordinance		
Subject	Maintenance of Sidewalks		
Ordinance/Reso #	5796	Contract #	
Project #		Permit #	
Department	Public Works		

- [ ] Consent Agenda
- [x] Ordinance/Reso
- [ ] Public Mtg / Hrg
- [ ] Other
- [ ] Quasi-Judicial

Recommendation

Staff recommends that the City Council adopt Ordinance 5796.

Motion for Consideration

I move to adopt Ordinance 5796.

Summary

This ordinance proposes that if sufficient funds are available, the City will schedule and pay for sidewalk repairs of damages not caused by the property owner. This departs from previous practice of requiring 75% financial participation in sidewalk repairs by the adjacent property owner.

In 2017, staff reported the difficulties of accomplishing sidewalk repairs by requiring adjacent property owners to pay 75% of the cost. The program was unpopular, extremely time consuming to administer, and necessary repairs required many months to be accomplished. It was also inequitable, with most damaged sidewalk occurring in older parts of town with lower incomes. The Council directed staff to do a pilot program of sidewalk inventory and repair work in 2017/2018 with 100% City/grant participation, and it was very successful.

Staff recommends revising Kennewick Municipal Code such that if sufficient funds are available, the City will schedule and fully pay for sidewalk repairs of damages not caused by the property owner. The property owner remains ultimately responsible for maintenance of the sidewalk adjacent to their property, especially if they damage the sidewalk, but the City will set aside an amount of funds each year to address the most critical repair needs.

Alternatives

None recommended

Fiscal Impact

Repairs will be funded through budgeted capital funds and whenever grant funds are available. For 2019 and 2020, $131,000 has been set aside each year in capital funds for this purpose.

Through	Bruce Mills Nov 16, 08:09:43 GMT-0800 2018
Dept Head Approval	Cary Roe Nov 27, 19:29:11 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 23:18:12 GMT-0800 2018

Attachments: Ordinance
Presentation

- [ ] **Recording Required?**

CITY OF KENNEWICK
ORDINANCE NO. 5796

AN ORDINANCE RELATING TO MAINTENANCE OF SIDEWALKS, DRIVEWAYS AND PROPERTY WITHIN PUBLIC RIGHT-OF-WAY AND AMENDING SECTION 5.56.360 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 5.56.360 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

5.56.360: Maintenance of Sidewalks, Driveways and Property Within Public Right-of-Way.

(1) It is the duty of all property owners to maintain and repair the sidewalk, planting strip, driveway, and property within the public right-of-way or easement fronting or adjoining their property, including alleys. No person, firm or corporation may allow a public sidewalk, planting strip, driveway or public right-of-way fronting or adjoining their property to become disrepaired, weed-infested or dangerous. If sufficient funds are available, the City will schedule and pay for sidewalk repairs of damages not caused by the property owner. Within 30 days of written notice from the Deputy Director of Public Works or City Code Enforcement, the sidewalk, planting strip, driveway, or public right-of-way fronting or adjoining the property must be repaired, replanted, maintained or reconstructed by the fronting owner in conformance with this Chapter. The area of responsibility by the property owner shall be from behind existing curb lines, edge of maintained asphalt pavement or edge of City maintained gravel shoulder, whichever is applicable. Exception shall exist only where a City maintained and irrigated landscape strips exist, or where an agreement between the City and the property owner indicate the maintenance of the property frontage is the responsibility of the City or when sufficient funds are available for the City to perform sidewalk repairs of damages not caused by the property owner.

(2) No one may paint upon, deface or mark a public sidewalk or other publicly owned property without prior written permission of the City.

(3) Each day any sidewalk, planting strip, driveway, and property within the right-of-way fronting or adjoining the property, including alleys, is permitted to remain in disrepair, after 30 days' notice, is a separate and distinct violation.

(Ord. 5796 Sec. 1, 2018; Ord. 5655 Sec. 21, 2016; Ord. 5203 Sec. 19, 2007; Ord. 2788 Sec. 1(part), 1983; Ord. 1295 Ch. VIII, Sec. 6, 1965)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 4th day of December, 2018, and signed in authentication of its passage this 4th day of December, 2018.

Attest:

____
TERRI L. WRIGHT, City Clerk

Approved as to Form:

____
LISA BEATON, City Attorney

____
DON BRITAIN, Mayor

ORDINANCE NO. 5796 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington this 5th day of December, 2018.

____
TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION________________________

Proposed Ordinance 5796

Sidewalk Maintenance

December 4, 2018 Council Meeting

Bruce Mills, P.E. – Deputy Public Works Director

Outline

- Typical Issues
- Current Policy and Challenges
- September 2017 Council Workshop Direction
- Report of Activities
- Recommended Policy Revision

KENNEWICK WASHINGTON

Typical Issues

- Trip hazards (vertical misalignment)

- Sidewalk Gaps

- Lack of pedestrian ADA compliant ramps

Current Policy and Challenges

- *KMC 5.56.360: It is the duty of all property owners to maintain and repair the sidewalk . . . adjoining their property. Within 30 days notice from the City. . . the sidewalk. . . must be repaired. . . by the fronting owner.*

- Recent practice: City pays 25% of cost; property owner pays 75% of cost.
  - Unpopular
  - Quality of repairs varies
  - Time intensive to administer, and repairs are delayed
  - Inequitable (most repairs in older, lower income areas)

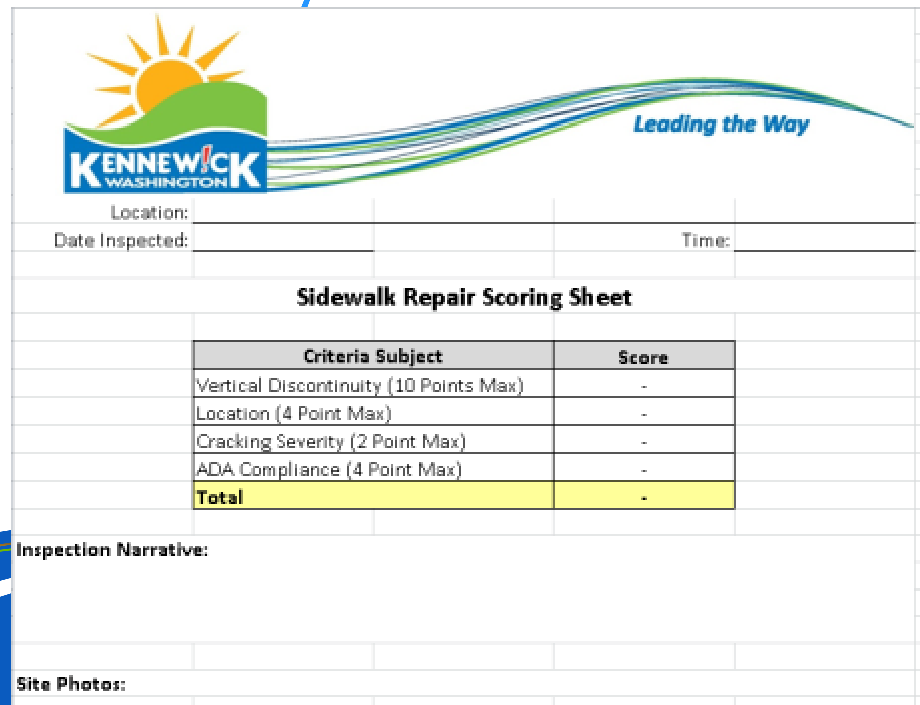
KENNEWICK WASHINGTON

September 2017 Council Direction

- Execute pilot project with City paying 100% of sidewalk repair costs
- Inventory sidewalk conditions
- Report back to Council in 2018 with findings and recommendations

Report of Activities

- All City sidewalks were inventoried by Street Sweeper Operators, and locations were assessed and rated by Engineering staff
  - 555 locations identified for repairs
  - Thanks to Rod Pitts, Keith Howell, Kendrick Glover, Matt Garrity, Aaron Lowe, and Levi Shelestovskiy
- Priority matrix was developed
- Information compiled into GIS database map



Location:

Date Inspected: Time:

Sidewalk Repair Scoring Sheet

Criteria Subject	Score
Vertical Discontinuity (10 Points Max)	-
Location (4 Point Max)	-
Cracking Severity (2 Point Max)	-
ADA Compliance (4 Point Max)	-
Total	-

Inspection Narrative:

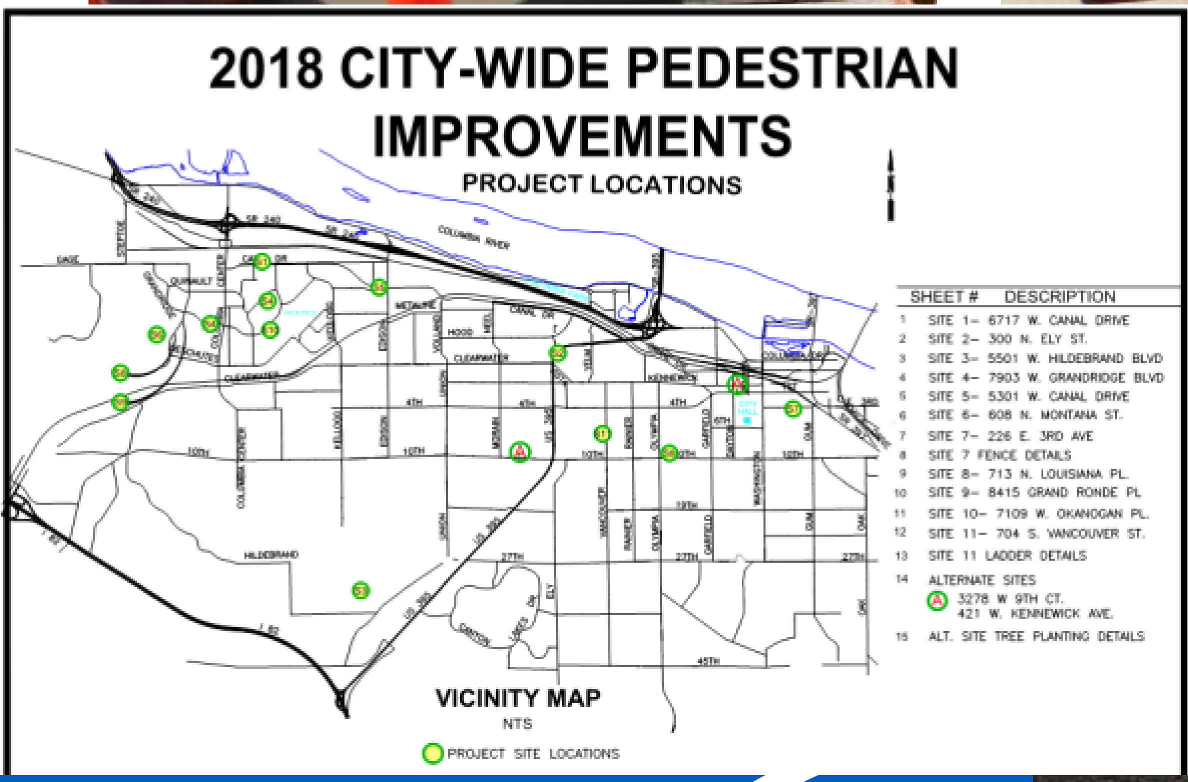
Site Photos:

Report of Activities

- Sidewalk work completed 2017-2018

Project	Description	# ADA Ramps	Sidewalk Repairs	New Sidewalk	Cost
P1613	2017 Pedestrian Improvements	12	36 locations 620 LF	5 Locations 595 LF	182,000
P1712	2017 Arterial Pavement Preservation	42	3 Streets 105 LF		205,000
P1801	2018 Asphalt Restoration	25	3 Streets 10 LF		166,000
P1804	Juniper & Hawthorne School Route	5		2 Streets 1,110 LF	159,000
P1819	2018 Pedestrian Improvements (Out to Bid)	0	12 Locations 135 LF		28,000
TOTALS		84	870 LF	1,705 LF	$ 740,000

Report of Activities



Recommended Policy Revision

Staff recommends adoption of Ordinance 5796. The duty of maintenance and repair of sidewalks remains with the adjacent property owners by law; however, when sufficient funds are available, the City will schedule and pay for sidewalk repairs of damages not caused by the property owner.

KENNEW!CK
WASHINGTON

Questions?

KENNEW!CK
WASHINGTON

Council Agenda Coversheet

Agenda Item Number	5.b.	Council Date	12/04/2018
Agenda Item Type	Ordinance		
Subject	2019/2020 Biennial Budget		
Ordinance/Reso #	5791	Contract #	
Project #		Permit #	
Department	City Manager		

- Consent Agenda ☐
- Ordinance/Reso ☒
- Public Mtg / Hrg ☐
- Other ☐
- Quasi-Judicial ☐

Recommendation

Staff recommends that Council adopt the 2019/2020 proposed biennial budget.

Motion for Consideration

I move to adopt ordinance 5791.

Summary

The proposed 2019/2020 biennial budget was developed with Council's leadership in identifying the operating and capital priorities. It is a culmination of months of Council work that began in April with the retreat that reaffirmed the five priority areas. The overarching goal for the biennial budget is to develop a sustainable operating and capital budget not only for the biennium but also into the future. Subsequent to the Council retreat, a workshop in August discussed and identified three to four broad goals within each of the priority areas. In addition, a survey was conducted during the summer to hear what is important to our residents and businesses in the community. The survey results show that the overall goals and priorities of Council are aligned with the community and are reflected in this proposed biennial budget.

This budget was developed using our Budgeting by Priorities model where the highest and lowest priority services are identified for each of our priority areas of Community Safety, Economic Development, Infrastructure & Growth, Quality of Life and Responsible Government. This proposed biennial budget is a continuation of services and priorities that were established in the current biennium and provides an implementation strategy to achieve Council's broad goals. The implementation strategy and changes to the proposed biennial budget were discussed during the October 30th workshop and are detailed in the attached budget transmittal letter.

The attached budget presentation from the October 30th workshop, outlines the strategies to implement council's goal for each of the priority areas during the biennium. During the November 20th Council meeting, the biennial budget was presented for Council's consideration, a public hearing was held and the proposed budget did not receive the 4 votes needed to adopt the budget. Council's questions were addressed and will be reviewed during the meeting on December 4th.

Alternatives

Modify the budget to include or eliminate certain programs and corresponding resources.

Fiscal Impact

The total 2019/2020 biennial budget is $357,131,178 for all funds, which includes the general operating budget of $111,798,460. The attached ordinance details the total biennial budget by fund.

Through	
Dept Head Approval	
City Mgr Approval	Marie Mosley Nov 29, 16:11:04 GMT-0800 2018

Attachments:
Ordinance
Budget Message
Presentation

☐ **Recording Required?**

CITY OF KENNEWICK
ORDINANCE NO. 5791

AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE YEARS 2019/2020

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The biennial budget containing the total set forth for each fund for the years 2019/2020 is established as follows:

General Fund	$ 107,196,452
Street Fund	4,602,008
Subtotal - Operating Budget	111,798,460
Arterial Street Fund	4,000,000
Urban Arterial Street Fund	27,212,594
Capital Improvement Fund	44,440,921
Water and Sewer Fund	72,408,188
Building Safety Fund	5,580,000
Medical Services Fund	26,607,604
Coliseum Fund	8,332,266
Stormwater Utility Fund	5,217,969
Columbia Park Golf Course	916,900
Equipment Rental Fund	11,573,594
Risk Management Fund	3,919,536
Central Stores Fund	656,000
Debt Service Fund	7,257,397
LID Guaranty Fund	38,000
Cash Reserve Fund	2,811,300
BI-PIN Operations Fund	1,168,847
Community Development Fund	1,305,000
Asset Forfeiture Fund	72,800
Public Safety Fund	4,864,917
Lodging Tax Fund	4,206,285
Criminal Justice Sales Tax Fund	5,944,600
Firemen’s Pension Fund	1,241,000
OPEB Trust Fund	5,557,000
GRAND TOTAL	**$357,131,178**

Section 2. This Ordinance shall be in full force and effect five (5) days from and after its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON this 4th day of December, 2018, and signed in authentication of its passage this 4th day of December, 2018.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5791 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington this 5th day of December, 2018.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION______________________________

City of Kennewick

Office of the City Manager

BUDGET TRANSMITTAL LETTER

Date: **October 30, 2018**

To: **Don Britain, Honorable Mayor and Members of the City Council**

From: **Marie E. Mosley, City Manager**

Subject: **2019/2020 Biennial Budget Executive Summary**

It is an honor to present the 2019/2020 Biennial Budget for your consideration. This budget was developed with your leadership in identifying the operating and capital priorities, providing the basis for the departments to submit their budget proposals and program requests for consideration.

The planning process for this budget began on April 14th when we held our Council budget retreat. The retreat focused on reviewing our budgeting by priorities model where the Council reaffirmed your five priority areas. The overarching goal that was outlined by Council is to develop a sustainable operating and capital budget. Subsequently during the August 28th budget workshop, Council identified three to four broad goals within each of the five priority areas. This biennial budget provides an implementation strategy to achieve the goals identified by council as well as providing a sustainable operating and capital budget for the biennium, but more importantly provides that sustainability into the future.

In addition, Council has established five major opportunity centers in our community. These opportunity centers provide a unique vision as we continue to work on recruitment, retention and expansion of businesses in our community:

- Southridge
- Vista Field Redevelopment – improve and connect the Entertainment District to Vista Field
- Bridge to Bridge Area & Downtown – transform and connect the waterfront to the downtown
- Urban Growth Expansion South of I-82 for Industrial Development
- Columbia Park

During the April retreat, the Council reaffirmed the five priority areas that form the basis of the biennial budget, consisting of:

- Community Safety
- Economic Development
- Infrastructure & Growth
- Quality of Life
- Responsible Government

The biennial citizen budget survey was conducted in the summer to assist Council with establishing goals and priorities that are aligned with our citizens and businesses. We received over 1,100 responses with 86% living in Kennewick, 39% working in Kennewick, and 22% owning a business in Kennewick. The following is a summary of the results we heard from the community survey which are very much aligned with Council goals & priorities as recommended in this budget for the upcoming biennium:

- The majority of respondents felt the current budget allocation was appropriate and should not be changed.
- The most important services provided in our community were safe drinking water, police services, fire and ambulance services, and reliable sewer service.
- We discovered that it is unacceptable to reduce the level of service for road maintenance and repairs and that there were no significant service areas that they were willing to reduce or eliminate.
- The majority of the respondents were not using our social media or listening to our audio recordings of the Council meetings and were not likely to watch a video recording of our Council meetings.
- The biggest challenges our citizens felt we faced as we continue to grow are crime, traffic congestion, housing options and street repairs and maintenance.

The 2019/2020 biennial budget maintains our existing services, although there will be areas where programs are to be realigned in order to provide for the most effective service delivery to our community and partners. Maintaining our priority services is possible as a result of the planning efforts that have occurred over the past couple of bienniums.

This biennial budget was developed using our Budgeting by Priorities model where all services have been prioritized based on Council's overall goals. The following identify the broad goals in each of the priority areas and the recommended implementation strategies for this biennium to achieve Council's goals. These implementation strategies provide you with the changes to this biennial budget, which achieves a sustainable operating and capital budget.

<u>Community Safety</u> – "I want to be safe where I live, work and play"

Objective: Continue to Ensure the Safety of our Community by Maintaining Current Service Levels & Partnerships.

- Council objectives are achieved through the following broad programs in Community Safety:
    - Police Services
    - Emergency Medical Services

- Safe Drinking Water
- Fire Services
- Code Enforcement
- Building Safety

The following are Council's goals for the biennium and the implementation strategies included in the biennial budget:

- ***Goal #1 – Continued Focus on Combatting Criminal Gang Activity –*** Benton County voters approved a 3/10% public safety sales tax that was implemented on 1/1/2015. The City of Kennewick has outlined a program to combat gang activity, which supported our previous citizen budget survey results where the majority of respondents said they were willing to pay more to combat gang activity. This budget continues the implementation and focus of achieving the commitments made to our community with the public safety sales tax.

  We continue to accomplish the goals by hiring and training the officers, creating a mid-shift patrol unit to combat criminal gang and drug activity, creating a cadet program to train and invest in our next generation of officers, and hiring the appropriate support staff (police support specialist and prosecuting attorney).

  During this biennium we will replace our police radios, provide cell phone capability for all officers to assist in our continued commitment to the community to provide the best and most effective police services. We will also continue to work with Benton County and the other partner jurisdictions to implement our regional programs and commitments that have been identified as critical needs for the safety of our community.

- ***Goal #2 – Enhance School Safety –*** The Kennewick School District has approached the City with a plan to add a school resource officer (SRO) in each of the five middle schools in Kennewick. Currently, we have a SRO in each of our three high schools. We agree with the Kennewick School District that having additional officers located in the middle schools will help to provide a safer environment for our youth to learn. We are recommending a partnership with the school district that will provide five officers (four new officers) that will provide for a SRO in each of the middle schools. The school district has already implemented a trial program during this year where they are paying for two SRO, one each in Park and Highlands Middle Schools.

  We recommend reallocating one of current officers and hiring an additional four officers (2.5 being paid for by the School District and 1.5 being paid for by the City, in addition to the current officer that will be reallocated). This will provide the five officers necessary to have a SRO in each of our middle schools.

- ***Goal #3 – Implement Strategic Staffing & Deployment Model for the Fire Department*** – During the past couple of bienniums, strategies were explored regarding sustainable staffing for station #6 that will be needed within this or the upcoming biennium. In preparation for that, Council implemented the recommendations from the Ambulance Utility rate study that showed we would need consistent increases to the utility over a four year period in order to help support the staffing needed for station #6. In addition, we recently learned that the City was awarded a $2.3M Staffing for Adequate Fire & Emergency Response (SAFER) grant from FEMA. This will provide partial funding for the 12 firefighters needed to staff station #6 over a three year period. We are in process of hiring the 12 firefighter positions (by the beginning of March, 2019) and will be deploying them on an interim basis to support existing needs in our community until station #6 is built in our Southridge area.

In support of hiring the twelve firefighters, Kennewick Fire Department along with our regional partners have begun implementing a local recruit academy. This year was the first year we have tried having our own, local academy and the results have been very good. We will continue this local academy and are anticipating that the additional firefighters from the SAFER grant will help support the academy. We currently have subject matter experts in our organization that are assisting in the academy and hope the SAFER grant resources will help to backfill those positions as we continue towards full implementation of the academy in partnership with our neighboring cities.

- ***Goal #4 – Provide Safe Drinking Water for our Existing and Growing Population –*** In preparation for providing a sustainable operating and capital budget for the biennium and into the future, a Water/Sewer Utility rate study was conducted during the previous biennium. Council implemented the results of the rate study for this current biennium which showed we would need consistent rate increases for the next ten years in both our Water and Sewer rates. As the Council approved the rate adjustments in the current biennium, the commitment was that we would provide an update to the rate study prior to the upcoming biennium. That update was provided during the October 23rd Council workshop and the results showed that a similar rate increase for both our Water and Sewer utilities is required in 2019 and 2020.

  Our recommendation is that Council approve the rate increases identified in the study for 2019 and 2020. We will be asking Council to consider this recommendation in November for implementation on 1/1/2019 and 1/1/2020. We will conduct an update to this study again towards the end of 2020 for consideration with the subsequent biennial budget as well as a review of our connection fees at the beginning of 2019. These rate adjustments will provide the sustainable maintenance and operations for the upcoming biennium. In addition, it will allow those necessary and priority (and in some cases, multi-year) capital projects to be financed. This financing provides a balance between existing and future customers paying for infrastructure that benefits both classes of customers.

Economic Development – "I want a diverse and vibrant economy in Kennewick"

Objective: Support Existing Businesses and the Creation of Sustainable Family Wage Jobs.

- Council objectives are achieved through the following broad programs in Economic Development:
  - Tourism
  - Economic Vitality

  - Economic Growth

The following are Council's goals for the biennium and the implementation strategies included in the biennial budget:

- ***Goal # 1 – Support and Promote the Realignment of the City's Urban Growth Area (UGA) –*** Council has established a priority for the City to have an appropriate level of industrial land. Currently less than 4% of the City's land use is available for industrial development. This goal will help to support the residential and commercial land use in Kennewick and provide for family wage jobs in the community. The City will be applying for the UGA realignment by December 1st with Benton County. We will be asking to realign our current boundaries, as we previously requested that 250 acres on the east side of our City be eliminated from the UGA. We will now be asking to move those 250 acres south of our Southridge development area for industrial development.

  During this current biennium, Council adopted our 10-year update to our 20 year comprehensive plan. In addition, the City has worked with the County to update their policies that provide for better alignment between the City and County comprehensive plan policies. This planning work provides the framework for this UGA amendment application and implements the policies in response to concerns raised during our last UGA expansion application process. During the biennium, we will be working with Benton County on this application and subsequently, on the implementation of the results of our UGA realignment efforts that will achieve Council's goals.

- ***Goal # 2 – Implement the Vision and Policies Established for the City's Opportunity Centers –*** In addition to the above described opportunity center (south of our Southern boundary), the City has established four other opportunity centers with unique visions for the community. The biennial budget continues to focus on realizing the vision in these opportunity centers:
  - *Bridge to Bridge/Downtown* – In partnership with the Port of Kennewick, the Historical Downtown Kennewick Partnership (HDKP), Columbia Basin College (CBC) and Benton County, we have begun redevelopment of a blighted area in our community. The vision for this area is to create a destination location and connect our waterfront to the Downtown. The first phase of the project was completed this biennium with the Port providing the buildings for two wineries and the City putting in the associated infrastructure, utilizing in part the Rural County Capital Funds that have been allocated by Benton County.

    This project will continue with the implementation of phase II partnership to create another winery building that will house two additional wineries, create a food truck clustering to support the wineries, begin the creation of pedestrian friendly and appealing walk from the Riverfront to the Downtown (which crosses a couple of major arterials and railroad). In addition, private development will be supporting this vision of a mixed use development in our downtown (creating residential and office space as well as retail) and also some pad sites that will become available through the Port of Kennewick after phase II partnership is completed.

- *Vista Entertainment District* – In partnership with the Port of Kennewick, we will begin implementation of the community's master plan of the 112 acres at Vista Field (which was a small airfield). This development will complement the Entertainment District and provide a unique gathering place for our community. The first infrastructure improvement that will begin in 2019 is the realignment of a major arterial street (Grandridge) that will move traffic into the Vista Field area. The City and Port will continue to work on projects and look for creative financial options (Rural County Capital Funds, legislative efforts and partnerships) to continue implementation of this unique opportunity for development in the center of our Tri-City community.
- *Columbia Park* – In conjunction with the neighboring jurisdictions and stakeholders in the community, the City will continue to work with our Federal legislators and the US Army Corps of Engineers (USACE) to allow conveyance of the shoreline that is currently owned by the USACE and leased to the local jurisdictions to maintain. Through conveyance, the City will be able to implement some complementary commercial activity that will support the recreation efforts (that is the mission of the USACE) and provide vibrancy to a very under-utilized regional park.
- *Southridge* – With the opening of Bob Olson Parkway this biennium, significant residential development has occurred and we will be working with the property owners and developers on potential opportunities for commercial development in this area that will utilize the infrastructure and planning that has occurred in this area.
- *Community Branding & Wayfinding* – The region has worked in partnership with Visit Tri-Cities to develop a plan for wayfinding signage throughout the community. During this biennium, the City of Kennewick, along with our regional jurisdictions, will begin implementing this project by providing the funding for gateway signage that will appropriately brand our community and assist in finding tourist attractions and unique gathering spaces.

- ***Goal #3 – Support Legislative Efforts for the Building Business Ecosystems (BBE) Bill*** – Senator Brown has drafted a bill that would provide a similar type of financing mechanism that the City used in our Southridge area, which was the Local Revitalization Financing (LRF) program. This would allow for the City to provide bonding that would construct the infrastructure that is needed for development. The sales and property tax increments that are generated from the new development (both from the State & from local taxing authorities) can be utilized to pay the debt service on the bonds issued to build the infrastructure that created the growth. This was a very successful program in our Southridge area (generating over a 500% return on investment for the State). It is the City's intent to utilize this BBE funding, if approved by the legislators and awarded to the City of Kennewick, for the infrastructure for Vista Field development.

<u>Infrastructure & Growth</u> – "I want a well-maintained city whose infrastructure keeps pace with growth"

Objective: Maintain existing infrastructure and build new infrastructure to support economic development & expansion.

- Council objectives are met through the following broad programs in Infrastructure & Growth:
    - Safe Streets
    - Infrastructure Planning
    - Environmental Services

The following are Council's goals for the biennium and the implementation strategies included in the biennial budget:

- ***Goal #1 – Strategic Funding & Implementation of the Sustainable Capital Plan –***The Blue Ribbon Committee was formed and provided a recommendation to the City council at the end of 2014 regarding priorities and funding for a 25 year strategic capital program. In an effort to continue implementation of the Blue Ribbon Committee recommendations, the following is included in this biennial budget:
    - *Pavement Preservation* – Our citizens and Council have identified pavement preservation as a priority and a need for sustainable capital funding into the future. During this biennium, we have allocated $2M annually for pavement preservation in addition to a grant that we received for the Kennewick Avenue Overlay project. We are committed to continue to work with Council to find a sustainable funding source for pavement preservation into the future.
    - *Other Projects Included in the CIP* – the following are a list of other priority projects that are included to receive funding during the biennium:
        - *Police Fleet Replacement* – ongoing funding and some additional one-time funding
        - *Fire Fleet Replacement* – ongoing funding from General Fund & Ambulance Utility
        - *Parks & Street Fleet Replacement* – ongoing partial funding and some additional one-time funding
        - *Fire Stations* – in response to the planning efforts completed this biennium, we have included bonding for the replacement of Station #3, remodel of Station #1, and building of a new station in our Southridge area (Station #6). Previously a strategy to staff Station #6 was discussed (under Community Safety). Our recommendation is that the debt service for these stations will, in part, be paid through the reallocation of our LEOFF I medical utility tax. As committed during this biennium, we have conducted an actuarial study on the LEOFF I medical obligations and it was determined that a portion of the dedicated funding source (W/S utility tax) could be reallocated. This dedicated funding source for LEOFF I medical implemented by Council can be utilized with Council authority for other purposes, of which paying the debt service on fire stations is keeping this source dedicated for public safety purposes.

        - *Ridgeline/395 Intersection* – A multi-year project in partnership with WSDOT and that will help support the vision for our Southridge opportunity center.
        - *Planned Replacement of City Hall* – Currently the City has aging facilities that are in need of major repair. A facility strategic plan was completed in 2014 that described the facility needs that were presented to the Blue Ribbon Committee to evaluate and make recommendations. The commitment to Council was to continue to find solutions to implement the strategic plan. The Capital Facilities Fund has anticipated selling bonds in the next five years for the replacement of City Hall and covering the debt service on those bonds by reallocating existing capital dollars. Also during this biennium, while planning for the future replacement project, we will evaluate the Frost Facility and City Shops to determine the best overall approach to these aging facilities, while also creating a work environment that meets our objectives of providing exceptional customer service and working across departmental lines.
        - *Technology Improvements* – Continue to implement the updated IT strategic plan, which includes several projects that support the replacement of our Enterprise Resource Planning (ERP) and Bi-County Police Information Network (BIPIN) software system.
        - *Sidewalk Replacement Program* – A pilot project was implemented during the current biennium as a trial to determine if the City should take a more proactive role in the replacement of sidewalks in the City. The biennial budget has identified ongoing resources for this program to continue. The program will be discussed with Council to determine policy direction regarding charging residents for a portion of the replacements. The trial project and recommendation is to eliminate charging residents, unless there is damage caused by that resident.

- ***Goal #2 – Continue Infrastructure Planning and Development of Creative Legislative Solutions to Achieve Council's Strategic Goals in our Opportunity Centers –*** The biennial budget anticipates continued work with our legislators, public and private partners to implement the vision of our opportunity centers. Some examples of those would be:
    - *Building Business Ecosystems Bill*
    - *Other Legislative Economic Development Opportunities and Incentives*
    - *Rural County Capital Funds* – in partnership with Benton County & the Port of Kennewick
    - *Grant & Loan Opportunities*
    - *Public/Private Partnership Opportunities*
    - *Field Engineer Position* – This biennial budget includes the addition of a Field Engineer Position to provide better oversight and control over existing and new infrastructure that will need to be maintained in the future.

- ***Goal #3 – Implement Creative Solutions to Maintain the City's Existing Infrastructure & Provide for Growth in the Most Efficient Manner Possible***
    - *Water Sewer Rate Review* – It is recommended that Council approve the rate adjustments recommended by our consultant and provided to Council during the October 23rd council workshop. This rate adjustment will still allow for the City of Kennewick rate payers to have some of the lowest Water and Sewer rates in our local area as well as in relationship to similar sized jurisdictions. Those rate increases will sustain our ongoing programs and support the following:
        - *Automated Control & Telemetry (ACT) backup and support position*
        - *Pretreatment position & program lead in 2020*
        - *Automated Meter Reading (AMR)* – which will provide the ability to reallocate our existing meter reader positions to priority needs in the City
        - *Sewer Interceptor Project* (5.7 Mile UPRR)
        - *Water Transmission Main*
        - *10MG Reservoir (18th & Kellogg)*
        - *Wastewater Treatment Plan Improvements* – Plan for plant expansion & the most effective operations and maintenance of our infrastructure
    - *Stormwater Rate Review* – Similar to our Water/Sewer rate study and implementation plan, we conducted a Stormwater rate study and Council provided authorization to update our stormwater rates. With this dedicated funding source, we recommend continuing our current operations and providing the following for a sustainable operating and capital stormwater utility:
        - *Equipment Operator for Stormwater utility*
        - *Decant Facility & Equipment*
        - *Priority Infrastructure capital needs*

<u>Quality of Life</u> – "I want to enjoy access to a variety of amenities and opportunities in a safe environment"

Objective: Maintain Parks, Provide for Diverse Entertainment Options, Offer Recreation Programs for a Well Planned Community.

- Council objectives are met through the following broad programs in Quality of Life:
    - Recreation & Entertainment Opportunities
    - Parks & Facilities
    - Livable Community
    - Community Planning

The following are Council's goals for the biennium and the implementation strategies included in the biennial budget:

- ***Goal #1 – Support and Promote Conveyance of Columbia Park –*** In conjunction with the US Army Corps of Engineers (USACE), our neighboring jurisdictions and in partnership with our Federal legislators, we are working on conveyance of the portion of the shoreline that is no longer needed by the USACE. Columbia Park is included in that proposal and we are actively supporting this effort to move forward so that we can better utilize this regional park located along the waterfront in Kennewick.

During the current biennium and in conjunction with the Park Comprehensive Plan, an outreach was conducted to see what our community envisions for Columbia Park. We heard that they would like to have additional amenities that would not be allowed under the USACE ownership. The City has a vision to be able to provide commercial activity to support the recreation focus of Columbia Park (such as restaurants, coffee shops, recreation equipment rental shops, etc.). In addition, the City will fully implement the following major projects in Columbia Park:

- *Golf Course Clubhouse* – under construction to be rebuilt on the existing footprint
- *Playground of Dreams Rebuild* – in response to the study regarding improvement and repairs needed, we have identified funding to complete phase I that is under construction and to support the full rebuild during the upcoming biennium on the same footprint as our existing Playground of Dreams. This is being done in partnership with the community and businesses and will provide a safe, accessible and inclusive playground that will be widely used in Columbia Park.
- *JS Express Train* – in partnership with the Kiwanis Club, the City will be finding a temporary location for the train and identifying a permanent building location.

- ***Goal #2 – Leverage Community Partnerships and Align our Service Delivery to Implement Council Goals and Priorities –*** The following priority programs are recommended for implementation in the biennium:
  - *Wildland/Urban Interface Mitigation Plan* – Zintel Canyon is a nature trail in our community that is very under-utilized and has several issues that need to be mitigated so that we have a nice natural trail that can be utilized as the walking path and nature trail that it was intended. The City has established a cross functional team consisting of Police, Fire, Parks, Public Works, City Attorney, Public Relations and our partner the Kennewick Irrigation District (KID). Priority needs are being identified as well as a long-term plan that will be funded in the upcoming and future bienniums. We will continue to work with the homeowners and stakeholders that abut and utilize this nature trail.
  - *Homelessness & Housing* – we will continue to work with our community partners to identify and implement creative solutions to affordable housing and homelessness concerns. Some of our partner agencies include the Housing Authority, Benton County and our existing Social Service Agencies.

- ***Goal # 3 – Prepare for Future Growth through Implementation of our Strategic Comprehensive Plan***
  - *Park & Greenway Maintenance* – in alignment with what we heard from the citizen survey and in order to maintain our existing level of service in our parks and throughout our greenways, we are continuing to work on creative solutions for ongoing, sustainable maintenance of our Parks & Greenways. Some of the strategies we are recommending to implement are:
    - *Tree Replacement* – Ongoing funding for priority tree replacement and maintenance program
    - *Art in the Roundabouts* – Provide funding for maintaining existing and implementing new and creative solutions for Art in Roundabouts, which will include sponsorship opportunities.

        - *Jail Crew* – Reduce our jail work crew from 2 work crews to ½ and reallocate dollars to contract services and seasonal part-time wages
    - *Implement Cost Recovery Recommendations* – based on attendance and feedback we have received from recreation class participates, we are recommending that our existing policy of recovering 75% for Youth and 100% for Adult recreation programs be modified to:
        - *Recover a minimum of 60% of the costs for Youth & Senior Programs*
        - *Recover 100% of the costs for Adult Programs*

Responsible Government – "I want a City government that is responsive, responsible and fiscally accountable"

Objective: Provide Exceptional Public Service, Stewardship, Transparency and a Sustainable Future.

- Council objectives are met through the following broad programs in Responsible Government:
    - Risk Management
    - Community Outreach & Engagement
    - Internal Infrastructure
    - Regional Collaboration
    - Sound Financial Management
    - Excellence in Service

The following are Council's goals for the biennium and the implementation strategies included in the biennial budget:

- ***Goal #1 – Utilize Creativity and Flexibility in Program Delivery:***
    - *Cross Functional Teams & Staff Development* – as we prepare for 27% of our workforce being eligible for retirement in the next five years, we will continue to focus on cross functional teams and staff development that will provide effective operations and creative solutions that will make us the absolute best organization.
        - *Cross training opportunity with existing BIPIN Analyst*
        - *Cross training for CDBG Coordinator position*
        - *Implement Cross Functional Teams* – examples include:
            - Development Review – provide funding to increase the residential plans examiner/inspector to full-time in 2020
            - Inspection Program
            - Zintel Canyon Mitigation and other Opportunities
            - Records Management – form a public records unit, consolidating the police public records (one existing public records officer and PSS from police) and city records (full-time public records officer)

- ***Goal # 2 – Maintain Internal Infrastructure***
    - *Fully Implement the IT Strategic Plan* – This biennium we will continue to implement our updated IT strategic plan with the following programs funded:

        - *ERP/Eden System Replacement*
        - *BIPIN System Replacement* – includes the hiring of an additional BIPIN analyst to be paid for by all BIPIN agencies (Benton & Franklin Counties as well as all cities within Benton & Franklin Counties)
        - *Network Security Audit*
        - *Televising Council Meetings* – This was an area that was identified in the Council retreat and solutions reviewed during a workshop this summer
        - *Phase 3 Physical Security* – for the Water Treatment Plant
        - *Workstation Replacement Program* – determine the most effective solution for each employee that will accommodate our diverse needs
        - *Advanced Authentication* – continue implementation that will restrict unauthorized access into our system
    - *Ensure Adequate Funding to Maintain Fleet Program* – Added additional one-time funding in the Police, Street & Park fleet replacement programs
        - *Mechanic Position* – will evaluate the needs during the mid-biennium review

- ***Goal #3 – Enhance and Leverage Community Partnerships for Most Efficient and Effective Service Delivery***
    - *Succession Planning* – we continue to work with existing staff and new hires to identify successor interest and provide support to develop our staff for future leadership roles and opportunities within the organization as many of our long term staff will be retiring and we are attracting the next generation workforce.
    - *Realignment of Existing Personnel* – we continue to evaluate where we can provide efficiencies in service delivery through alignment of staff across departmental lines. An example of this will be the implementation of an Automated Meter Reading (AMR) system that is part of the Water/Sewer capital program. We will continue to evaluate how the existing meter readers can be incorporated into other areas in our organization where we have identified needs.
    - *Work with Partner Agencies* – we will continue to work with our public partner agencies (KID, Port, Neighboring Jurisdictions, Benton County, PUD, etc.) as well as private businesses and developers, to provide the best service to our citizens and this community.

The implementation of your Council goals for each of the priority areas are realized in this biennial budget that also provides for sustainable operating and capital budget strategies into the future. The implementation of these recommendations will become my and the organization’s performance goals for the 2019/2020 biennium.

Although we have presented a balanced and sustainable budget, we recognize there are vulnerabilities that exist in this budget and are prepared to address them during the upcoming biennium as we continue to implement a Budgeting by Priorities strategic approach to decision making. In addition, there are strategic funding opportunities that will provide the sustainable operating and capital budget into the future and achieve Council’s long term goals and priorities that are aligned with the priorities that we heard from our citizens. Some of the vulnerabilities and opportunities that we will be monitoring and discussing with Council in the upcoming biennium are:

- **Contracted Services –** The City of Kennewick has some very large contracted services, such as Jail, District Court, Probation Services, Dispatch Services, Emergency Management, Golf Course Management, Union Contracts and others. We will continue to closely monitor these large expenditures and be prepared to modify the budget as needed if our current estimates do not materialize. The largest of these contracted services is the jail contract, which will be expiring at the end of 2020.
- **State Challenges and Potential Unfunded Mandates –** We will be working to preserve the City's existing state shared revenues, continuing to support revenue flexibility and trying to ensure that additional unfunded mandates are not enacted or that additional fees and charges from the State are not passed on to local governments.
- **Strategies for Aging Infrastructure and Sustainable Capital Funding –** Identifying funding for critical transportation infrastructure, City facilities, and other capital projects continues to be both a challenge and an opportunity for the City. It is important for the City to maintain the proper balance when allocating its limited resources between capital programs and the operating needs of the City and to continue exploring opportunities for dedicated funding sources, like the Transportation Benefit District (TBD) or Metropolitan Park District (MPD) that are discussed below. We will continue to consider these dedicated funding options with Council during the upcoming biennium.
    - *Transportation Benefit District* – The State has allowed this revenue option to be specifically dedicated for transportation funding. State statute allows the Council to implement a $20 car tab fee and also provides a voter approved option up to $100. Although not popular, currently over 100 cities throughout the State of Washington have established TBD's. Some of the considerations in reviewing a TBD in the future are discussed below:
        - *Pavement Preservation* – in alignment with the citizen survey results, road maintenance and repairs are a priority for our citizens. This funding source could be dedicated to our pavement preservation program, allowing the City to maintain our existing streets as we identify the priority projects through our pavement management system.
        - *State Legislature & Transportation Commission* – we continue to hear from the state legislature and transportation commission that they expect local governments to implement their local funding sources. The State has not been sympathetic to losing state shared revenues when the local government has not implemented the funding sources available. I believe that we will continue to see pressure from the State to implement our local taxing authority in order to maintain our current state shared revenues and receive grant opportunities from the State.
    - *Water Sewer & Stormwater Rate Reviews* – we will continue to evaluate and update our rate study for our water sewer and stormwater utilities prior to the next biennium to determine how our operating and capital programs are achieving the rate review expectations. We continue to have utility infrastructure priorities as well as operating needs and will provide updates to Council as we prepare for a sustainable utility into the future. It is important that we balance the burden of

    infrastructure improvements to our existing and future rate payers, which can be achieved by financing some of the larger, multi-year infrastructure improvements.
    - *Ambulance Utility* – the rate study that was conducted this past biennium identified the full costs to provide Emergency Medical Services (EMS) in our community. We have appropriately allocated our Fire & EMS costs to the Ambulance Utility (Emergency Medical Services) and the General Fund (Fire Suppression, Prevention and Training). There is a significant General Fund contribution required to support the Ambulance Utility, leaving a future opportunity to align the cost to provide EMS services with future rate adjustments, resulting in a sustainable utility and general fund operation.
    - *Metropolitan Park District* – the implementation of a Metropolitan Park District (MPD) would provide a dedicated funding source for the parks and trails within our community. As we continue to review sustainable options that implement the goals and priorities of the Council and our citizens, we may want to consider the opportunities that a MPD can provide to the City of Kennewick and potentially to our region.
    - *Public Facility District* – the Kennewick and Regional Public Facilities District (PFD) is another opportunity in our community to provide regional amenities that are a priority to our community. As we continue to work with the Port of Kennewick to implement the vision of Vista Field, we will continue to evaluate a combination of options that would include a project utilizing the authority established by the PFD in combination with existing sources that are allocated to the Entertainment District and private development opportunities.
- **Other Potential Opportunities** – we have a few unique opportunities that can be considered that would offset the impact to our citizens as we implement priority programs that require additional funding.
    - *LEOFF I Retiree Obligation* – we have conducted a study for LEOFF I long-term care and actuarial needs for our LEOFF I retirees. We are recommending reallocating a portion of this source to pay for a portion of the debt service on the fire stations that need to be rebuilt and new station #6, which is keeping with the dedicated public safety use. We will continue to evaluate during the biennium this revenue source and discuss other potential opportunities as the liability for LEOFF I retirees continues to be reduced.
    - *Washington Survey & Ratings Bureau (WSRB)* – The WSRB will be back at the beginning of 2019 to conduct a review of our Fire and EMS services. This review will result in a report to the City that will determine our rating relating to providing fire services in the community. This rating has an impact on fire insurance premiums. We believe that we are well positioned to receive positive results that could provide savings on insurance premiums in our community. Once we receive the results, we will provide Council with an update and discuss potential strategies.

In addition to providing a sustainable capital budget, the Council's budgeting by priorities model, described below, will allow us to proactively address changes to priorities or budget assumptions that occur during the biennium.

- **Budgeting by Priorities –** During this Biennial Budget process over 300 services were identified and prioritized. This effort allows the City to respond quickly to any unanticipated reduction in revenues or increase in costs that occur during the biennium. The lower priority services will continue to be evaluated to determine an alternative way to deliver these services, a reduction in service level or elimination of these services as we continue to evaluate the vulnerabilities during the upcoming biennium.

  It is important to note that lower priority items are not services deemed needless, inefficient or unwanted by our community. The City takes great pride in delivering every service and citizens have certain expectations for each one. In recent years, City departments have significantly streamlined programs and increased efficiencies to meet priorities with fewer staff and increased population. Due to these recent efforts further reductions or reallocations in any of these services will be challenging to implement, will result in further vulnerabilities and may also be difficult for our citizens to accept.

In summary, I believe this biennial budget is fiscally responsible and provides our citizens with creative means to deliver priority services. We recognize there are vulnerabilities, and we are prepared to strategically address them in the upcoming biennium using our budgeting by priorities model to allocate resources based on the Council and community priorities for service delivery. During the upcoming biennium we will continue to review and consider strategies that will provide sustainability into the future. The implementation of Council's strategic goals through this biennial budget will set the City up for success and provide a sustainable operating & capital budget and path forward into the future.

I would like to acknowledge and thank our employees who work diligently every day to implement City-wide goals and objectives by providing exceptional customer service to our citizens and who critically evaluate the most innovative and effective manner to deliver those services. I would also like to thank the Department Head team for carefully reviewing their budget submittals and recognizing that there are limited resources to be allocated to City-wide priorities. They have approached this biennial budget as a team and from the perspective of identifying the services our citizens expect as a whole from the City, not from a departmental perspective. They continue to implement innovative solutions for effective service delivery. Finally, I would like to thank Dan Legard for his leadership in preparing the biennial budget document. He and the Finance staff have done an exceptional job, with limited resources under a very tight timeframe.

I would be happy to answer any questions that you have regarding this biennial budget and strategies for continuing to optimize our limited resources into the future and in preparation for any unforeseen circumstances that may occur during the upcoming biennium.

Respectfully,

Marie E. Mosley

Marie E. Mosley
City Manager

2019/2020 Biennial Budget Recommendations

October 30, 2018

Kennewick City Council Workshop

Biennial Budget Preparation

- April 14th Retreat (Formed the Foundation):
  - Reaffirm the 5 Priority Areas & Program Areas
- Overarching Goal – Provide for a Sustainable Operating & Capital Budget for the Future
- Citizen Survey – Send out during the summer; Results help shape the biennial budget
- August 23rd Council Workshop – Discussion of Council's broad goals to help shape the budget
- Budget Instructions & Preparation – Summer/Fall
- September 25th Council Workshop – Baseline budget assumptions & projections
- 2019/2020 Biennial Budget – Maintains Existing Programs & sets forth the implementation plan for Council's goals

2019/2020 Budget Survey

- Survey Conducted June 13th – July 5th
- Over 1,100 responses received
  - 86% live in Kennewick
  - 22% own a business in Kennewick
  - 39% work in Kennewick
- Majority felt like the City's budget is allocated to appropriate priorities
- Respondents indicated the following services as the most important in making Kennewick better for them:
  - Fire & Ambulance Services (66%)
  - Police Services (68%)
  - Reliable Sewer System (54%)
  - Safe Drinking Water (77%)

2019/2020 Budget Survey

- Respondents indicated it would be unacceptable to reduce or eliminate the current level of road maintenance
- The majority of our respondents are currently not utilizing the City's social media nor webpage nor listening to audio recordings of Council meetings and indicated they are not likely to watch video recordings
- Respondents indicated the biggest challenges facing the City as we grow are:
  - Crime (75%)
  - Traffic Congestion (69%)
  - Street Repairs & Maintenance (53%)
  - Housing Options/Property Values (50%)

Major Revenue Assumptions
(General & Street Funds)

- Tax Revenues:
  - Sales Tax – 3% growth per year plus impacts of Marketplace Fairness Act
  - Utility Tax:
    - Electric – 4% incr. each yr. (1.5% customer growth & 2.5% rate incr.)
    - Telephone – 7% ***reduction*** each yr.
    - Cable – 0% change from projected 2018 for both 2019 and 2020
    - Other Utilities – Generally 1.5% customer growth and 2% for rates tied to CPI (where applicable)
  - Property Tax:
    - 2019 – Preliminary AV and 1% growth in base levy
    - 2020 – 1% growth in base levy and $100M in new construction (40% in Southridge LRF)
- State Shared Revenue – No reduction in current funding
- Other Revenues – generally anticipate 2% increase per year

Major Expenditure Assumptions
(General & Street Funds)

- Personnel Costs:
  - Wages – Per contract terms through end of contract period with projected rates for 2020 (if applicable)
    - Allowance for Under-Expenditures of $2M
  - Medical Rates – premium increases of 3.3% in 2019 and 5% in 2020 with increases to employee paid premiums
  - Retirement – Per DRS projections
- Major Interlocal Contract Assumptions:
  - Jail – Budget allocation of 16.92%, 4% incr. to net billable costs
  - SeComm/BCES – 2019 assessment & 7.5% incr. in 2020
  - District Court/OPD – 10% incr. to budget allocation based on caseloads

Major Expenditure Assumptions
(General & Street Funds)

- Transfers:
  - Risk Management Fund - $1.775M
  - Toyota Center & Arena - $400K (+$350K lodging tax)
  - Capital - $2M
  - Columbia Park Golf Links - $254K
- Other expenditures – generally 5% increase for biennium

CITY TAXES & FEES

AVERAGE FAMILY HOUSEHOLD

Assuming an average 4-person family with a $200,000 home and household Adjusted Gross Income between $70,000-$80,000 per year

Property Taxes

The 2018 Property Tax Levy is $12.46 per $1,000 in assessed valuation. The City receives 17¢ per $1.00 paid.

Sales Taxes

The City receives just 0.85% of the 8.6% Sales Tax rate. In addition, the criminal justice sales tax of 0.10% and a voter approved public safety sales tax is distributed back to all jurisdictions in Benton County based on population through State Shared Revenues.

Utility Taxes

The City levies an 8.5% utility tax on electric, natural gas & telephone services, 7% on cable & garbage, and 15.5% on water/sewer services.

Gambling Taxes

The City currently levies a 10% tax for punchboard, pull-tab, and card room activities; 5% for bingo; and 2% for amusement games.

How much does the City of Kennewick receive from the average household?

	Estimated Annual Spending	Estimated Annual Tax	Amount Distributed to the City
Property Tax	$ 2,491	$ 2,491	$ 434
Water/Sewer	$ 620	$ 83	$ 537
Utilities	$ 5,339	$ 442	$ 442
Retail Sales	$ 19,468	$ 1,674	$ 165
Admissions/Entertainment	$ 2,000	$ 100	$ 100
Gambling/Arcade Games	$ 500	$ 10	$ 10
State Shared Revenues	$ 6,500	$ 1,534	$ 148
Ambulance Utility	$ 110	$ 110	$ 110
Stormwater Utility	$ 49	$ 49	$ 49
TOTALS:	**$ 37,077**	**$ 6.493**	**$ 1,995**

Admissions Taxes

The City collects a 5% admissions tax on admission charges to any place or event, except school events.

State Shared Revenue

State shared revenues are collected by the State and include Gas Tax, Liquor Tax, PUD Privilege Tax, and Criminal Justice funding. Distributions are made on a per capita basis.

Ambulance Utility Fee

Kennewick citizens pay $9.19 per month for ambulance services.

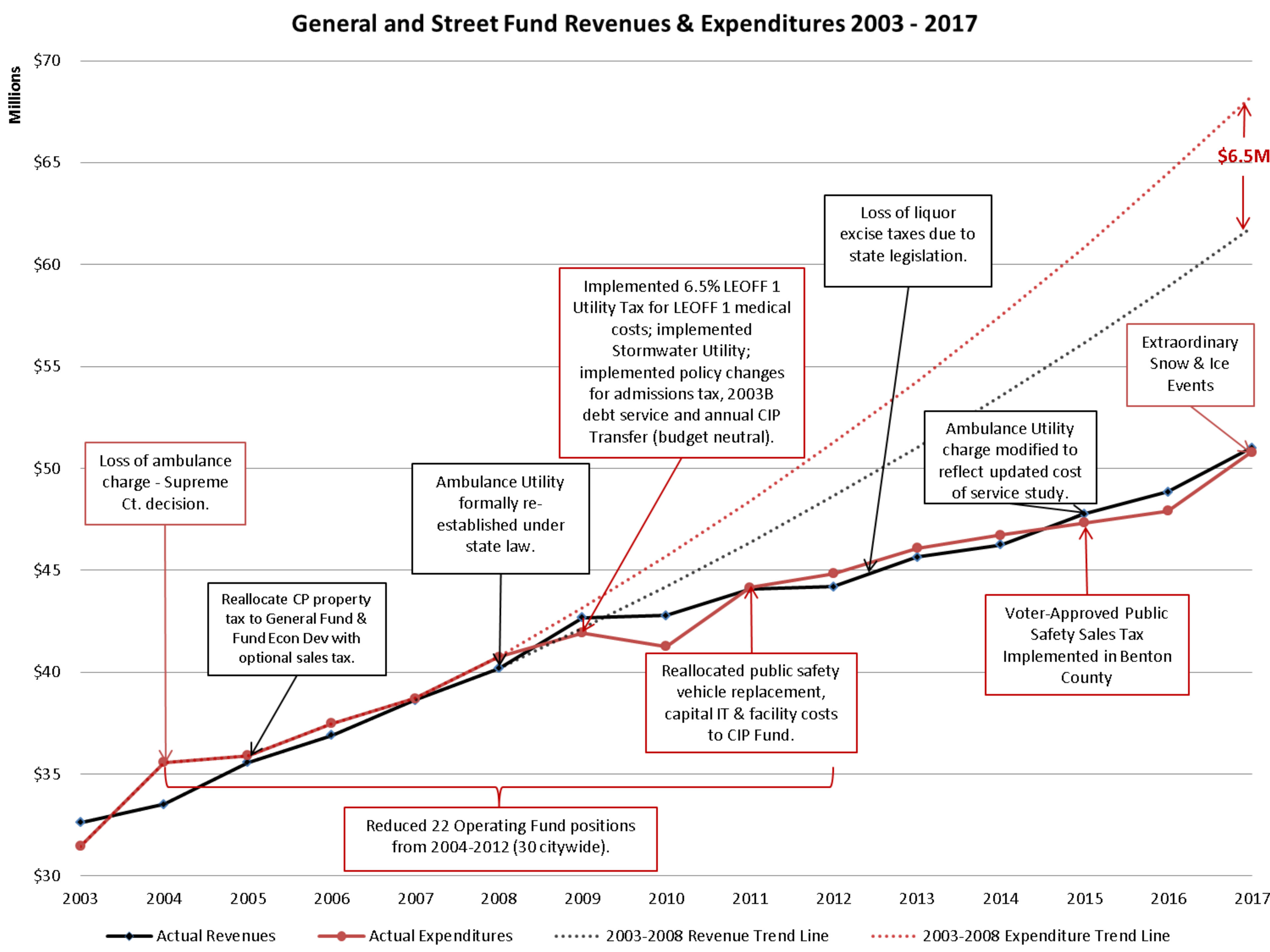
Stormwater Utility Fee

Kennewick residents pay $4.11 per month to help fund the stormwater program.

The City of Kennewick only receives a small portion of the taxes paid by the average household.

What does your $166 per month get you?

For just $166 per month, the average household in the City of Kennewick receives these basic services.


General and Street Fund Revenues & Expenditures 2003 - 2017
Millions
$70
$65
$60
$55
$50
$45
$40
$35
$30
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
$6.5M
Loss of liquor excise taxes due to state legislation.
Implemented 6.5% LEOFF 1 Utility Tax for LEOFF 1 medical costs; implemented Stormwater Utility; implemented policy changes for admissions tax, 2003B debt service and annual CIP Transfer (budget neutral).
Extraordinary Snow & Ice Events
Ambulance Utility charge modified to reflect updated cost of service study.
Loss of ambulance charge - Supreme Ct. decision.
Ambulance Utility formally re-established under state law.
Reallocate CP property tax to General Fund & Fund Econ Dev with optional sales tax.
Voter-Approved Public Safety Sales Tax Implemented in Benton County
Reallocated public safety vehicle replacement, capital IT & facility costs to CIP Fund.
Reduced 22 Operating Fund positions from 2004-2012 (30 citywide).
Actual Revenues
Actual Expenditures
2003-2008 Revenue Trend Line
2003-2008 Expenditure Trend Line

Priority Areas

I want to be safe where I live, work and play.

Community Safety

Objective – Continue to Ensure the Safety of our Community by Maintaining Current Service Levels & Partnerships

- Continued Focus on Combatting Criminal Gang Activity
- Enhance School Safety
- Implement Strategic Staffing & Deployment Model for the Fire Department
- Maintain the Availability of Safe Drinking Water for a Growing Population

Biennial Budget Recommendations

- Combat Gang Activity:
  - Continue implementation of existing program commitments
  - Work with Benton County on partnership opportunities
    - District Court, OPD, Jail, Probation contracts (impact of LFO decision)
  - Cell Phone & Radio Replacement Programs
- Enhance School Safety:
  - Implement School Resource Officers (5 SRO's) in all middle schools in partnership with the School District
- Strategic Staffing & Deployment Model for Fire:
  - Implement Ambulance Utility Recommendations
  - Fully implement the new recruit regional fire academy
  - Fulfill requirements of SAFER Grant by March, 2019 and deploy resources on a temporary basis (12 FTE's to staff station #6)
- Safe Drinking Water – Implement recommendations from the Water/Sewer rate study
  - ACT Specialist to provide cross training for SCADA & Telemetry
  - Pre-treatment position & program lead – in 2020

I want a diverse and vibrant economy in Kennewick.

Economic Development

Objective – Support Existing Businesses and the Creation of Sustainable Family Wage Jobs

- Support and Promote the Realignment of the City's Urban Growth Area
- Implement the Vision and Policies Established for the City's Opportunity Centers:
  - Bridge to Bridge/Downtown
  - Vista Entertainment District
  - Columbia Park
  - Southridge
- Support Legislative Efforts for the Building Business Ecosystems Bill

Biennial Budget Recommendations

- Apply for (by Dec 1, 2018) and implement (during the biennium) the realignment of the Cities UGA
  - Partnership with Benton County, property owners and Futurewise
- Work in partnership with property owners and developers to implement the vision of Southridge
- Rural County Capital Funds & Partnerships:
  - Columbia Gardens – implement phase II in partnership with the County, Port, CBC and private developers
  - Vista Field – implement phase I Vista Field improvements in partnership with the Port & provide the synergy with the Entertainment District
- Support Building Business Ecosystems Act – for Vista Field Development
- Community Branding:
  - Wayfinding – implement phase I Wayfinding in Kennewick

I want a well-maintained City whose infrastructure keeps pace with growth.

Infrastructure and Growth

Safe Streets

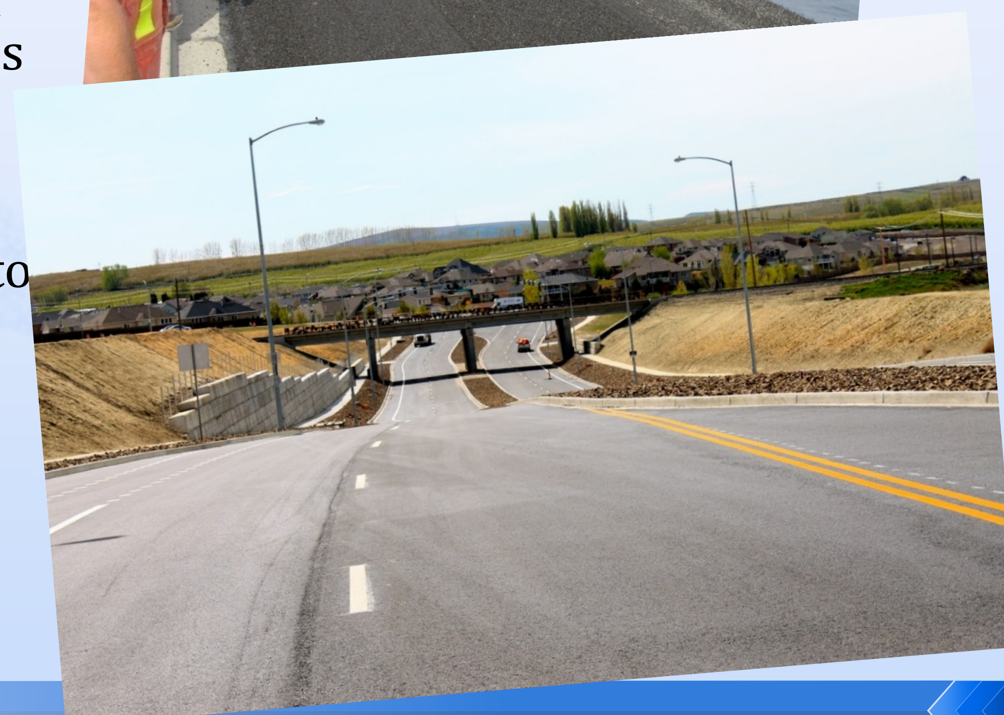
Infrastructure Planning

Environmental Services

Infrastructure and Growth

Objective – Maintain Existing Infrastructure and Build New Infrastructure to Support Economic Development & Expansion

- Strategic Funding & Implementation of a Sustainable Capital Facilities Plan
  - Transportation Projects
  - Utility Infrastructure
  - City Owned Facilities & Parks
- Continue Infrastructure Planning and the Development of Creative Legislative Solutions to Achieve Council's Strategic Goals in our Opportunity Centers
- Implement Creative Solutions to Maintain the City's Existing Infrastructure & Provide for Growth in the Most Efficient Manner Possible



Biennial Budget Recommendations

- Sustainable Funding for Priority Capital Facilities Plan:
  - Pavement Preservation – $2M annually plus Kennewick Avenue project & continue to review long-term strategy for sustainable funding
  - Priority Capital Needs (strategic plan to deal with aging infrastructure, while providing sustainability into the future):
    - Police & Fire Fleet Replacement Program – additional one-time funding
    - Street & Parks Partial Fleet Replacement – additional one-time funding
    - Fire Stations – reallocate portion of W/S utility tax for LEOFF I medical
    - Ridgeline/395 Intersection – in partnership with WSDOT
    - Planned Replacement of City Hall – in 5 years (evaluate City Hall, Frost & Shops)
    - Technology Improvements – implement IT Strategic Plan
    - Sidewalk Replacement Program – identify & implement priority areas
- Implement Creative Solutions to Maintain Existing Infrastructure:
  - Field Engineer Position – Provide better oversight & control over existing and new infrastructure that will be maintained in the future

Biennial Budget Recommendations

- Water/Sewer & Stormwater Rate Recommendations:
  - Automated Meter Reading – ability to reallocate existing meter reader positions
  - Equipment Operator for Stormwater
  - Priority plant & infrastructure capital needs
  - Decant Facility & Equipment
  - Sewer Interceptor Project (5.7 mile UPRR)
  - Water Transmission Main
  - 10MG Reservoir (18th & Kellogg)
  - Planning for future plant expansion & most effective operations and maintenance of our infrastructure (Wastewater treatment plant improvements, etc.)

I want to enjoy access to a variety of amenities and opportunities in a safe environment.

Quality of Life

Objective – Maintain Parks, Provide for Diverse Entertainment Options, and Offer Recreation Programs for a Well Planned Community

- Support and Promote Conveyance of Columbia Park
- Leverage Community Partnerships and Align our Service Delivery to Implement Council Goals and Priorities
- Prepare for Future Growth through Implementation of our Strategic Comprehensive Plan

Biennial Budget Recommendations

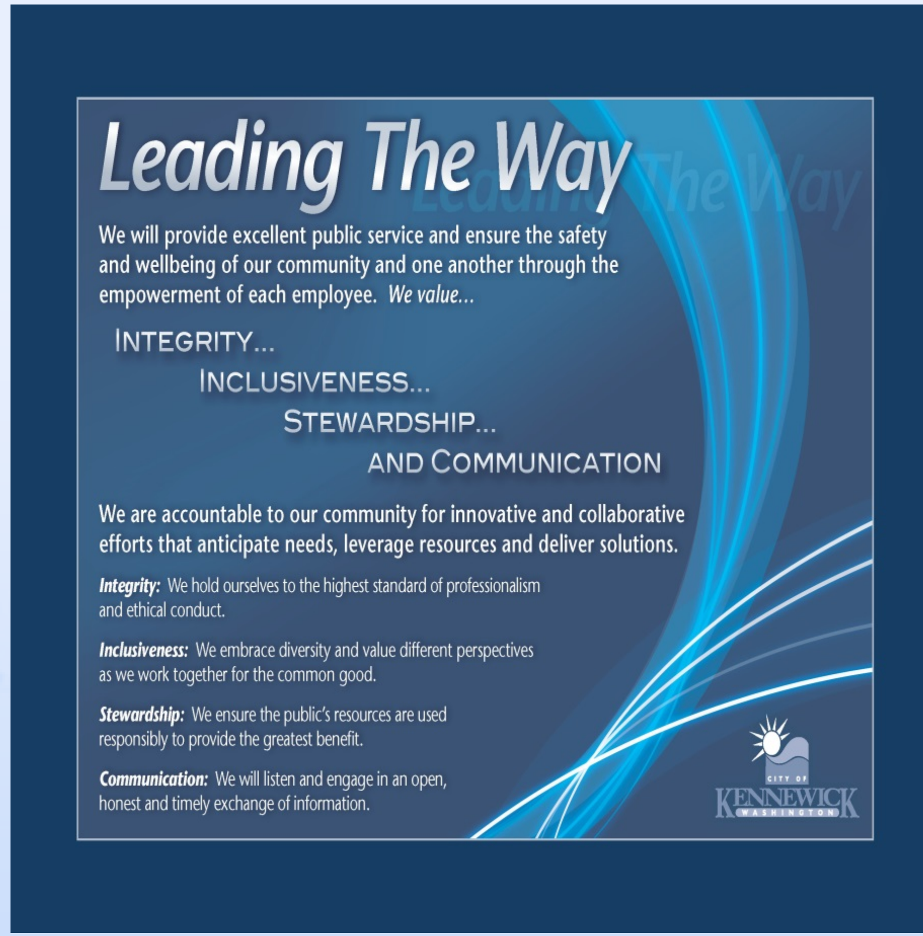
- Support & Promote Conveyance of Shoreline
  - Partner with USACE & other agencies
- Leverage Partnerships in Community
  - Wildland/Urban interface mitigation plan – Zintel Canyon partnership with KID and cross functional team
- Nuisance Abatement & Code Enforcement Abatement Fund
- Housing & Homelessness – community partnership with:
  - Housing Authority
  - Benton County,
  - Social Service Agencies
- Park & Greenway Maintenance
  - Tree replacement and maintenance program
  - Work on creative solutions (Arts in Roundabouts); seek sponsorship opportunities & maintain art projects
  - Reduce to ½ jail work crew (from existing 2) and reallocate dollars to contract services & seasonal part-time wages
- Implement Cost Recovery Recommendations:
  - Minimum of 60% cost recovery for Youth Programs
  - Minimum of 60% cost recovery for Senior Programs

I want a City government that is responsive, responsible and fiscally accountable.

Responsible Government

Objective – Provide Exceptional Public Service, Stewardship, Transparency and a Sustainable Future

- Utilize Creativity and Flexibility in Program Delivery:
  - Cross-Functional Teams
  - Staff Development
- Maintain Internal Infrastructure
  - Fully Implement the 5-Year IT Strategic Plan
  - Ensure adequate funding to maintain fleet program
- Enhance and Leverage Community Partnerships for Most Efficient and Effective Service Delivery



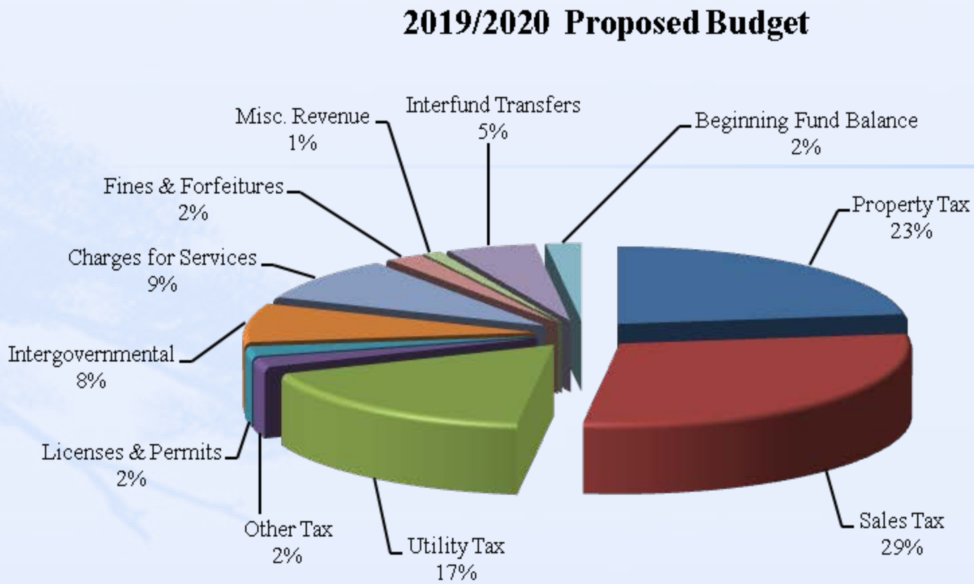
Biennial Budget Recommendations

- IT Strategic Plan – Implement recommendations from the updated IT Strategic Plan:
  - ERP/Eden System Replacement
  - BIPIN System Replacement – Including new analyst to support BIPIN and cross training
  - Network Security Audit
  - Televising Council Meetings – Enhance outreach to community
  - Phase 3 Physical Security – Water Treatment Plant
  - Workstation Replacement Program
  - Advanced Authentication – Restrict unauthorized access
- Records Management – Form a public records unit
  - Consolidate police & city public records unit and make public records officer full-time

Biennial Budget Recommendations

- Internal Cross Functional Teams and Succession Planning:
  - Cross Training Opportunity for BIPIN Analyst
  - Cross Training Opportunity for CDBG Coordinator Position
  - Implement Cross Function Teams:
    - Development Review (increase residential plans examiner/inspector position to full-time in 2020)
    - Inspection Program
    - Attracting the Next Generation
    - Social Media and Public Outreach
    - Zintel Canyon Mitigation & Opportunity
- Fleet System – provide sustainable funding for replacement and maintenance of all City fleet
  - Evaluate mechanic position & needs at mid-biennium

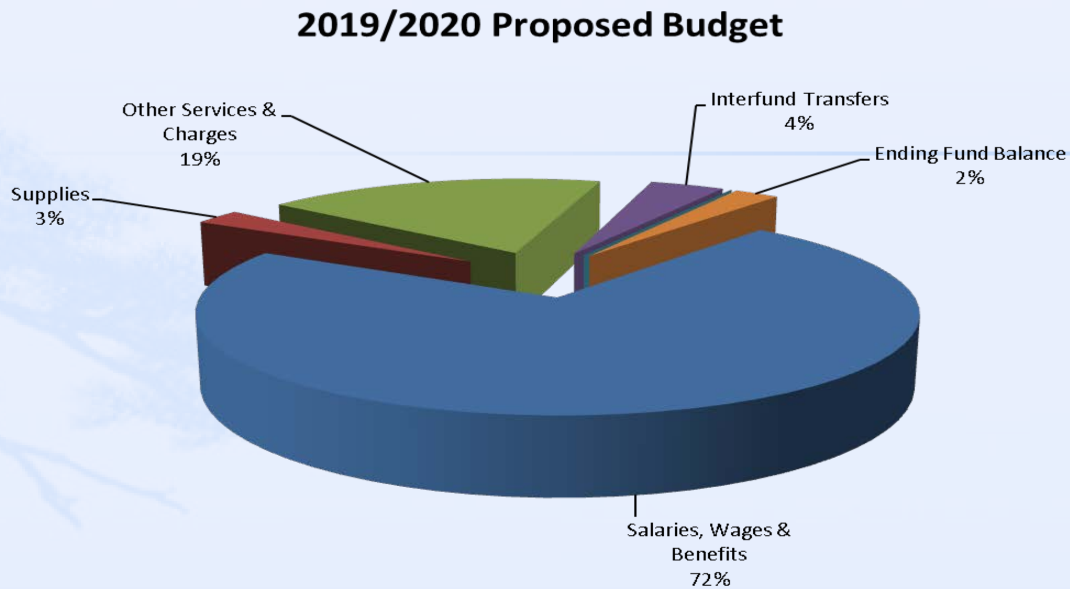
Sources of Funding – Operating Funds



Sources of Funding Operating Funds	2015-2016 Actual	2017-2018 Adjusted Budget*	2019-2020 Proposed Budget	17/18 - 19/20 $ Change	17/18 - 19/20 % Change
Property Tax	$23,453,007	$24,978,224	$26,019,988	$1,041,764	4%
Sales Tax	27,331,369	29,546,000	32,629,800	3,083,800	10%
Utility Taxes	17,486,506	18,472,000	18,954,000	482,000	3%
Other Taxes	2,315,761	2,332,000	2,220,400	(111,600)	-5%
Licenses & Permits	1,717,260	2,094,000	2,204,100	110,100	5%
Intergovernmental	7,460,913	8,380,554	8,677,754	297,200	4%
Charges for Services	8,759,474	9,565,508	10,377,201	811,693	8%
Fines & Penalties	2,069,185	2,472,800	2,056,400	(416,400)	-17%
Miscellaneous Revenue	1,212,012	972,572	1,093,900	121,328	12%
Interfund Transfers	4,793,932	5,017,083	4,864,917	(152,166)	-3%
Subtotal Revenues:	96,599,419	103,830,741	109,098,460	5,267,719	5%
Beginning Fund Balance	2,423,685	3,767,421	2,700,000	(1,067,421)	-28%
Total Sources	**$99,023,104**	**$107,598,162**	**$111,798,460**	**$4,200,298**	**4%**

*Includes proposed fall 2018 budget adjustment.

Uses of Funding – Operating Funds



Uses of Funding Operating Funds	2015-2016 Actual	2017-2018 Adjusted Budget*	2019-2020 Proposed Budget	17/18 - 19/20 $ Change	17/18 - 19/20 % Change
Salaries, Wages & Benefits	$69,155,792	$76,325,522	$80,415,611	$4,090,089	5%
Supplies	2,874,298	3,988,856	2,898,195	(1,090,661)	-27%
Other Services & Charges	18,622,396	19,869,233	21,108,170	1,238,937	6%
Interfund Transfers	4,534,257	4,156,700	4,603,000	446,300	11%
Capital Outlay	68,940	264,785	-	(264,785)	-100%
Subtotal Appropriations:	95,255,683	104,605,096	109,024,976	4,419,880	4%
Ending Fund Balance	3,767,421	2,993,066	2,773,484	(219,582)	-7%
Total Uses:	**$99,023,104**	**$107,598,162**	**$111,798,460**	**$4,200,298**	**4%**

*Includes proposed fall 2018 budget adjustment.

2019/2020 Proposed Budget

CITY OF KENNEWICK
COMPARATIVE BUDGET SUMMARY

FUND	ACTUAL 2015/2016	ADJUSTED BUDGET 2017/2018*	**PROPOSED BUDGET 2019/2020**	VARIANCE
OPERATING (GENERAL & STREET)	$99,023,103	$107,598,162	**$111,798,460**	4%
CAPITAL PROJECTS	57,889,305	67,022,629	**75,653,515**	13%
ENTERPRISE & INTERNAL SERVICE				
Water & Sewer	46,333,369	61,690,954	**72,408,188**	17%
Building Safety	4,281,696	4,556,312	**5,580,000**	22%
Medical Services	11,876,435	13,863,009	**26,607,604**	92%
Coliseum Fund	7,665,359	12,900,246	**8,332,266**	-35%
Stormwater	3,538,411	5,230,597	**5,217,969**	0%
Columbia Park Golf Course	535,471	2,178,412	**916,900**	-58%
Equipment Rental	10,138,322	12,948,505	**11,573,594**	-11%
Risk Management	3,200,444	3,899,467	**3,919,536**	1%
Central Stores	681,531	650,681	**656,000**	1%
Subtotal	88,251,038	117,918,183	**135,212,057**	15%
DEBT SERVICE	12,861,487	6,857,379	**7,295,397**	6%
SPECIAL REVENUE				
Cash Reserve Fund	2,753,500	2,753,500	**2,811,300**	2%
BI-PIN Operations	647,005	709,954	**1,168,847**	65%
Community Development	1,980,086	2,207,787	**1,305,000**	-41%
MPD Assistant Operations	32,599	-	-	-
Asset Forfeiture Fund	146,144	111,576	**72,800**	-35%
Public Safety	4,793,932	4,984,583	**4,864,917**	-2%
Lodging Tax Fund	3,420,694	3,767,344	**4,206,285**	12%
Criminal Justice Sales Tax	4,276,917	5,582,118	**5,944,600**	6%
Subtotal	18,050,877	20,116,862	**20,373,749**	1%
FIDUCIARY TRUST FUNDS	4,796,748	6,367,855	**6,798,000**	7%
TOTAL	$280,872,558	$325,881,070	**$357,131,178**	10%

*Includes proposed fall 2018 budget adjustment.

Future Opportunities in 2019/2020 Discuss Sustainable Strategies

- Blue Ribbon Committee Recommendations:
  - Transportation Benefit District (potential $20 car tab fee):
    - Sustainable Capital Budget into the Future
    - Pavement Preservation – Budget survey results
  - Strategies for Aging Facilities – within existing resources
    - Toyota Center & Entertainment District – Public/Private Opportunities
    - City Hall, Frost Facility & 10th Avenue Shops Integration
    - Fire Stations
    - Swimming Pool
  - Metropolitan Park District & Public Facility District Opportunities
- W/S & Stormwater Rates – Evaluate and implement rate recommendations
    - AMR implementation & reallocation of current meter reading staff
- Succession Planning – Provide internal & external opportunities & modern work environment
- Strategies to offset the Impact to our Citizens:
    - LEOFF I Utility Tax Rate – evaluate options and implement recommendations
    - Washington Survey & Rating Bureau Results – fire insurance premiums

Questions?

2019 Property Tax Levy

Property Tax Distribution

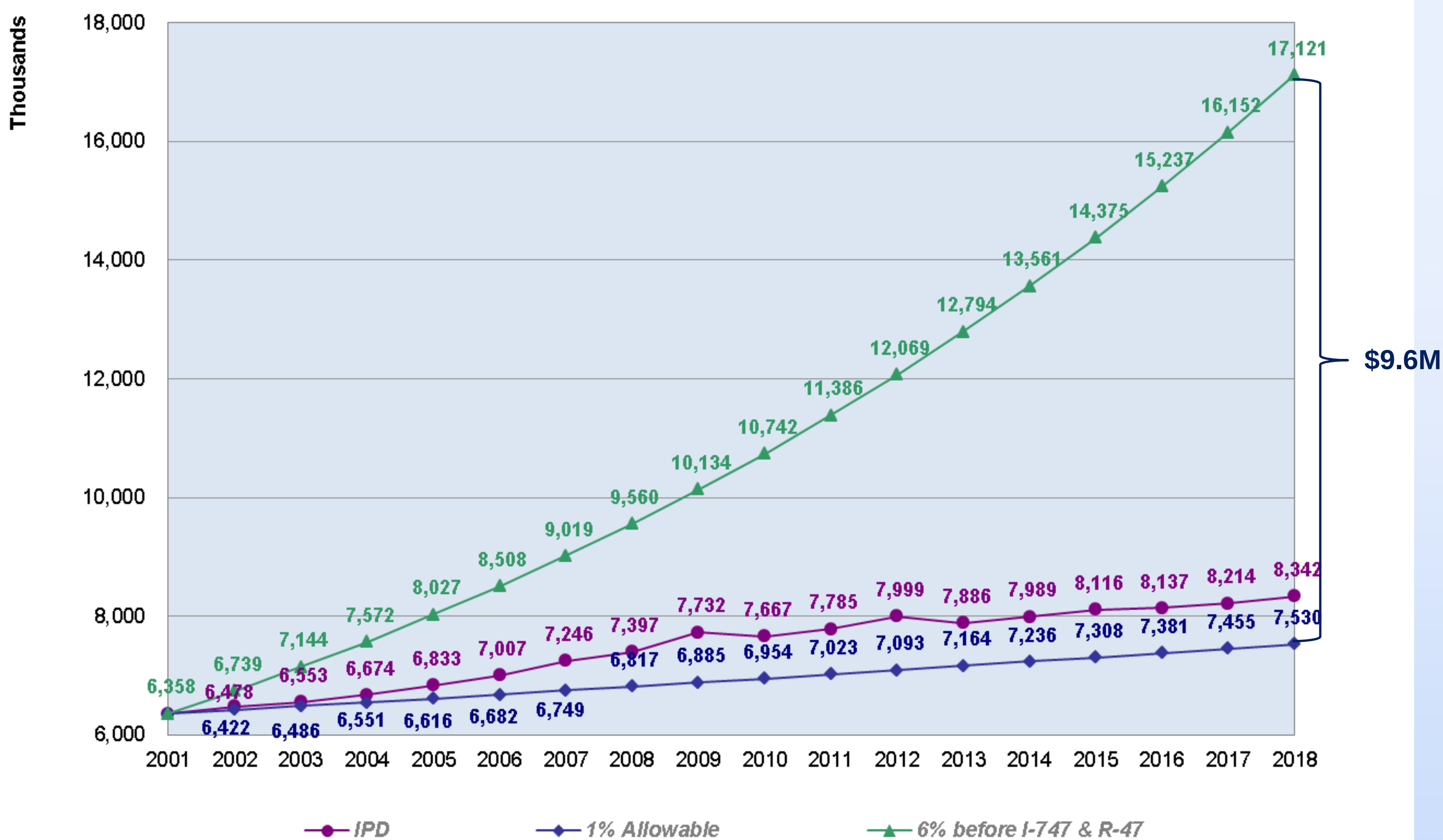
2018 Total Property Tax Levy – $12.46

Property Tax Overview

- Statutory Maximum Levy Rate is $3.325 for Kennewick ($3.825 less $.50 library district) without voter approval
- Prior to November, 1997 base levy limit factor was 106%
- Referendum 47 (1997) reduced limit Implicit Price Deflator (IPD) but allowed for up to a 6% increase if approved by a super-majority vote of Council
- I-747 (2001) further reduced limit to the <u>lesser</u> of IPD or 1%
  - Revenue derived from New Construction & Annexations are outside the limitation of I-747
  - I-747 was declared unconstitutional in 2007, but was then added to state law later in the year

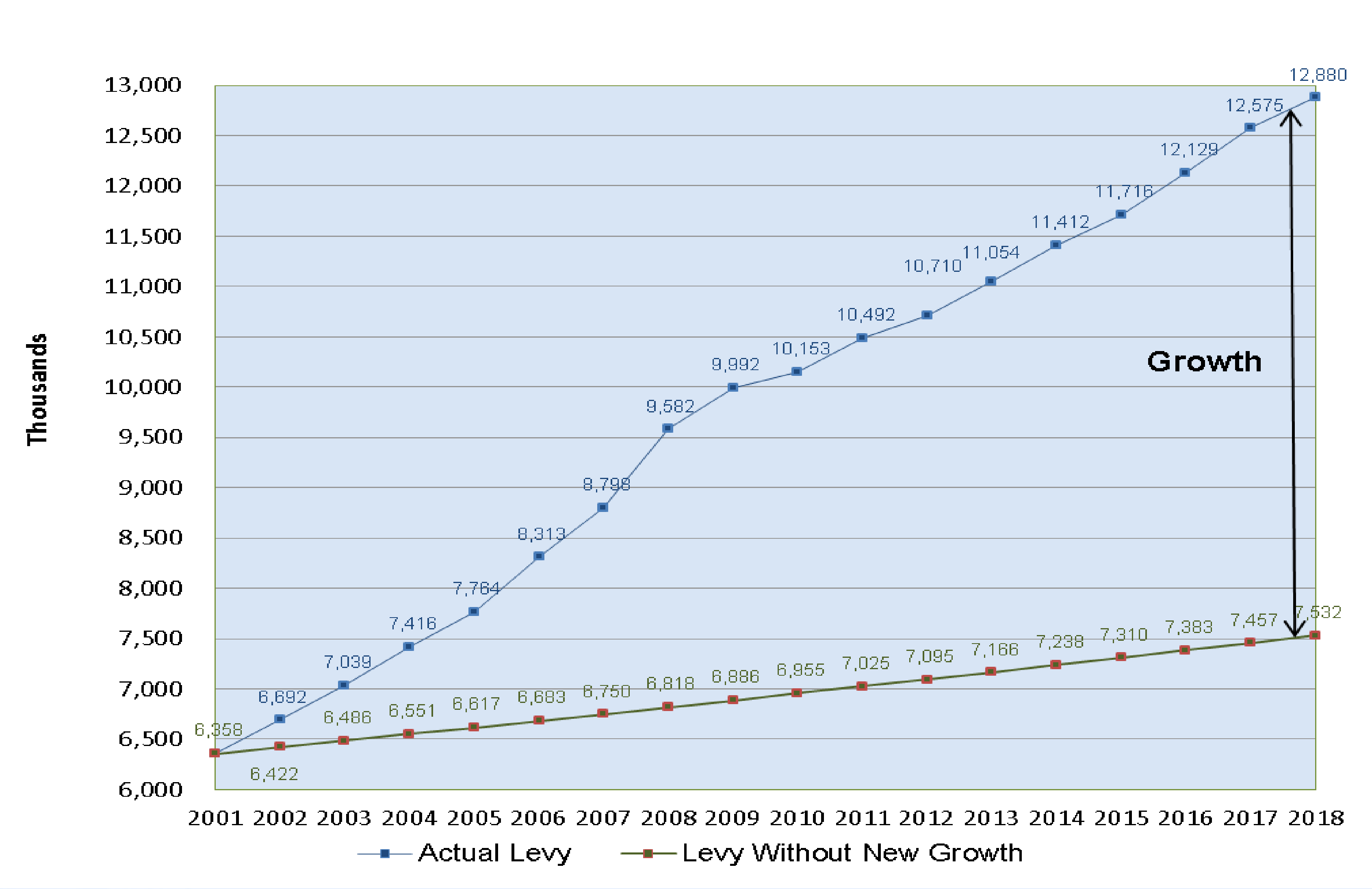
Reduced Levy Capacity

2001 - 2018

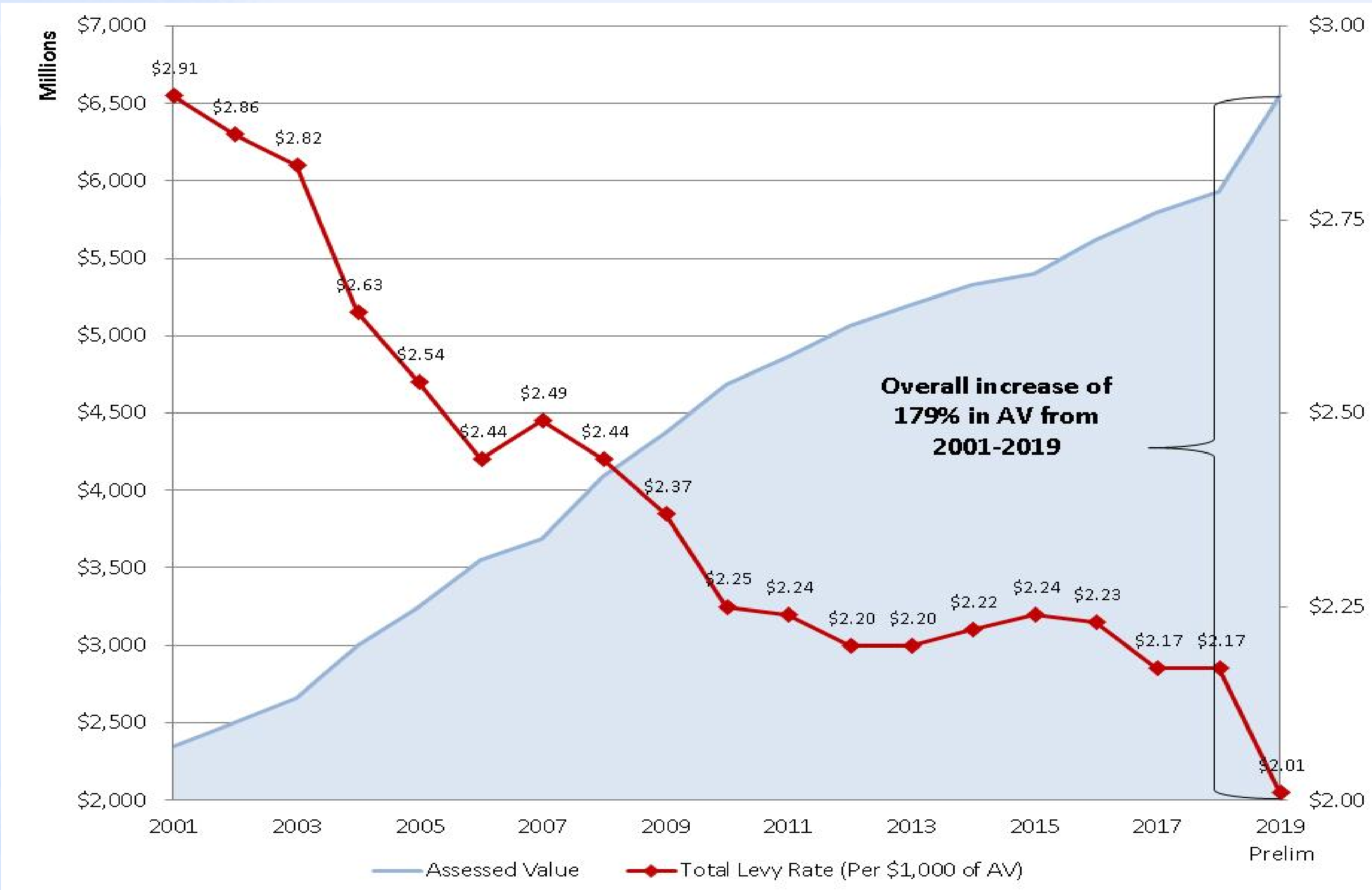


Property Tax Levy History

2001 - 2018



AV & Levy Rate 2001-2018



2019 Property Tax Levy Proposal

- Property Tax Levy Rate – **Reduction** of 16¢ to $2.01 (per $1,000 of AV)
  - Reduction of $32 annually for the owner of a $200K home, if value remains constant
- Preliminary Assed Value – Increased by $618M (Total AV of $6.55B)
  - $83.6M from new construction
    - $22.2M in Southridge LRA (75% dedicated to LRF program)
  - $534M from revaluation of existing property – 9% incr.
    - 2018 valuation for 2019 levy reflects more aggressive “market adjustment” by Assessor
- Property Tax Levy – Increase of $311k to $13.2M
  - New Construction ($83.6M in AV) - $181k ($36k to SR LRF)
  - Change to Base Levy - $130k (1% as allowed by State law)
    - July 2018 IPD = 2.169%

Tri-City 2018 Levy Rate Comparison

	Kennewick	Pasco	Richland
Regular Levy	$ 2.1708	$ 1.7457	$ 2.6658
Voted G.O. Bonds	0.0000	0.0000	0.3179
Library District	0.3671	0.0000	0.0000
Total Rate Per $1,000	$ 2.5379	$ 1.7457	$ 2.9837

Fall Budget Adjustment (Thousands)

Fund Type	2017/2018 Adjusted Budget	Fall 2018 Budget Adjustment	2017/2018 Adjusted Budget
General & Street	$ 106,005	$ 1,593	$ 107,598
Special Revenue Funds	25,308	174	25,482
Debt Service Funds	6,857	-	6,857
Capital Funds	64,246	(2,588)	61,658
Proprietary Funds	112,016	4,902	116,918
Trust Funds	6,368	-	6,368
Totals:	$ 320,800	$ 4,081	$ 324,881

(1.3% Incr.)

- Includes revised projections for property tax, utility tax, and construction engineering permit revenues.
- Includes 2018 Fire IMT personnel and revised projections for non-IMT Fire overtime.
- Includes the replacement of approximately ½ of Police Department radios that are at the end of life.
- Includes revised projections for interlocal contracts including jail, District Court and OPD.
- Includes $575K for a new signal at 27th & Olson.
- Includes reduction for city match on SR395/Ridgeline Intersection.
- Includes estimated costs for replacement of the ice plant and lighting at the Toyota Center & Arena.
- Includes revised appropriation for new Columbia Parks Golf Links clubhouse and course operations.

Questions or Comments

2019/2020 Biennial Budget Recommendations
2019 Property Tax Levy
Fall 2018 Budget Adjustment

Council Agenda Coversheet

KENNEWICK WASHINGTON

Agenda Item Number	6.a.	Council Date	12/04/2018
Agenda Item Type	Resolution		
Subject	Easement Vacation - Ridgeline Drive		
Ordinance/Reso #	18-24	Contract #	
Project #		Permit #	ENG-2018-03594
Department	Public Works		

- Consent Agenda ☐
- Ordinance/Reso ☒
- Public Mtg / Hrg ☒
- Other ☐
- Quasi-Judicial ☐

Recommendation

Staff recommends that Council consider the request to vacate a portion of an easement located at 10715 Ridgeline Drive, 10751 Ridgeline Drive and 10799 Ridgeline Drive.

Motion for Consideration

I move to adopt Resolution 18-24.

Summary

Notice of the December 4, 2018 public hearing to consider the request to vacate a portion of an easement was published in the Tri-City Herald on Saturday, November 24, 2018.

Craig Eerkes is requesting the vacation of a portion of an easement reserved in City of Kennewick's Ordinance No. 4059. Ordinance No. 4059 vacated a portion of Leslie Road right-of-way that was no longer needed but retained an easement for public use. The retained easement is limiting the owner's ability to develop the lots that include the vacated right-of-way. It has been determined that the easement can be reduced to allow full development of the lots. The portion of the easement that is being retained is identified on the Exhibit map.

Affected City staff and Utilities have reviewed and approved the vacation request.

Alternatives

None recommended.

Fiscal Impact

None.

Through	Bruce Beauchene Nov 28, 07:32:40 GMT-0800 2018
Dept Head Approval	Cary Roe Nov 28, 10:15:47 GMT-0800 2018
City Mgr Approval	Marie Mosley Nov 29, 23:21:05 GMT-0800 2018

Attachments:
Resolution 18-24
Drawing
Deed2
Deed1

☒ **Recording Required?**

CITY OF KENNEWICK
RESOLUTION NO. 18-24

A RESOLUTION OF THE CITY OF KENNEWICK DECLARING SURPLUS A PORTION OF CERTAIN UTILITY EASEMENTS LOCATED AT 10715 RIDGELINE DRIVE, 10751 RIDGELINE DRIVE AND 10799 RIDGELINE DRIVE

WHEREAS, Craig D. Eerkes, Trustee of the J.P.E., Revocable Inter Vivos Trust and Marjorie Van Zuyen, have requested the vacation of certain utility easements located on their property; and

WHEREAS, RCW 35.94.040 provides for the disposal of surplus property originally required for public utility purposes; and

WHEREAS, notice has been published on November 24, 2018, that a public hearing would be held on this date concerning disposal of this property; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON that property originally acquired for the purpose of utility easements and described as follows:

> That portion of the easement retained by City of Kennewick Ordinance 4059, Auditor File Number 2002-039082 lying southerly of the north 20 feet of Lot 1, Short Plat 2785, as recorded in Volume 1 of Short Plats, Page 2785, records of Benton County, Washington; and
>
> That portion of the easement retained by City of Kennewick Ordinance 4059, Auditor File Number 2002-039082 lying southerly of north 15 feet of Lot 2, Short Plat 2785, as recorded in Volume 1 of Short Plats, Page 2785, records of Benton County, Washington; and
>
> All of that easement retained by City of Kennewick Ordinance 4059, Auditor File Number 2002-039082 lying in Lot 3, Short Plat 2785, as recorded in Volume 1 of Short Plats, Page 2785, records of Benton County, Washington,

is hereby found to be surplus to the City's needs and not required for the providing of continued services; and

BE IT FURTHER RESOLVED that the consideration to be paid for the partial release of this easement shall be $50.00; and

BE IT FURTHER RESOLVED that the Mayor of the City of Kennewick is authorized to deed by quit claim to Craig D. Eerkes, Trustee of the J.P.E., Revocable Inter Vivos Trust and Marjorie Van Zuyen, the above-described easements and deliver the same upon payment.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 4th day of December, 2018, and signed in authentication of its passage this 4th day of December, 2018.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 18-24 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 5th day of December, 2018.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

Return To:

City of Kennewick
PO Box 6108
Kennewick, WA 99336

QUIT CLAIM DEED

Location: 10799 Ridgeline Drive   Tax Parcel ID # 1-1188-101-2785-001

THE GRANTOR, CITY OF KENNEWICK, for and in consideration of mutual interest, conveys and quit claims to **CRAIG D. EERKES, TRUSTEE OF THE J.P.E. REVOCABLE INTER VIVOS TRUST**, its interest in the following described property, together with all after acquired title of the Grantor therein:

That portion of Lot 1, Short Plat 2785, as recorded in Volume 1 of Short Plats, Page 2785, records of Benton County, Washington, lying southerly of the north 20 feet of said Lot 1.

It is the intention of this conveyance that the easement held by the City of Kennewick pursuant to City of Kennewick Ordinance 4059, Auditor File Number 2002-039082 within the above described property be released.

Dated: December 4, 2018   **CITY OF KENNEWICK, WASHINGTON**

____
DON BRITAIN, MAYOR

STATE OF WASHINGTON)
)ss.
COUNTY OF BENTON)

I certify that on this 4th day of December, 2018, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Don Britain known to be the Mayor of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated is authorized to execute said instrument.

Witness my hand and official seal hereto affixed the day and year first above written.

____
Notary Public in and for the State of
Washington residing at ____________________
My Commission Expires: ____________________

<u>Return To:</u>

City of Kennewick
PO Box 6108
Kennewick, WA 99336

QUIT CLAIM DEED

Location:	10751 Ridgeline Drive	Tax Parcel ID # 1-1188-101-2785-002
	10715 Ridgeline Drive	Tax Parcel ID # 1-1188-101-2785-003

THE GRANTOR, CITY OF KENNEWICK, for and in consideration of mutual interest, conveys and quit claims to **MARJORIE VAN ZUYEN,** its interest in the following described property, together with all after acquired title of the Grantor therein:

That portion of the easement retained by City of Kennewick Ordinance 4059, Auditor File Number 2002-039082 lying southerly of the north 15 feet of Lot 2, Short Plat 2785, as recorded in Volume 1 of Short Plats, Page 2785, records of Benton County, Washington; and

All of that easement retained by City of Kennewick Ordinance 4059, Auditor File Number 2002-039082 lying in Lot 3, Short Plat 2785, as recorded in Volume 1 of Short Plats, Page 2785, records of Benton County, Washington.

Dated: December 4, 2018

CITY OF KENNEWICK, WASHINGTON

____
DON BRITAIN, MAYOR

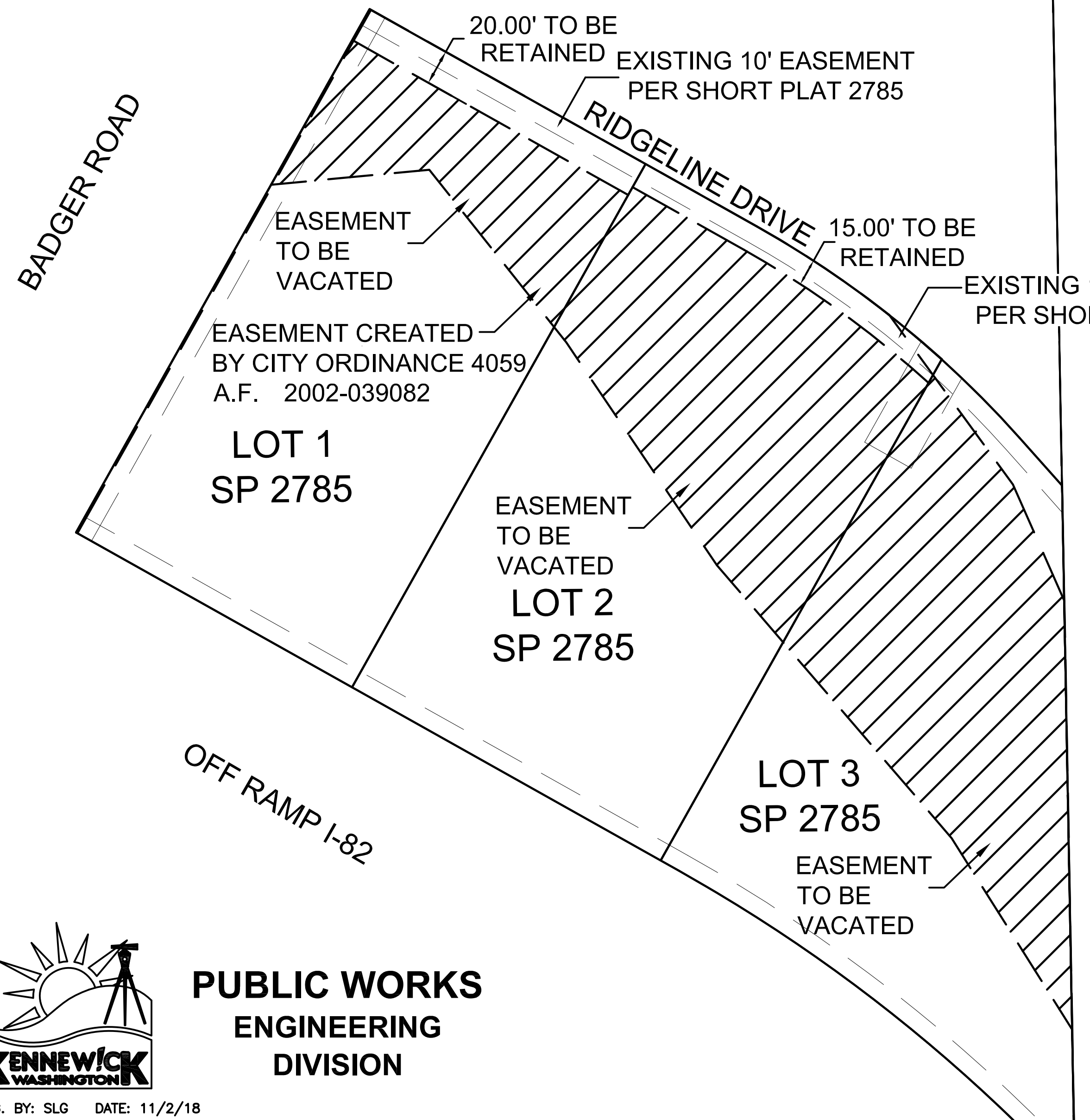
STATE OF WASHINGTON)
)ss.
COUNTY OF BENTON)

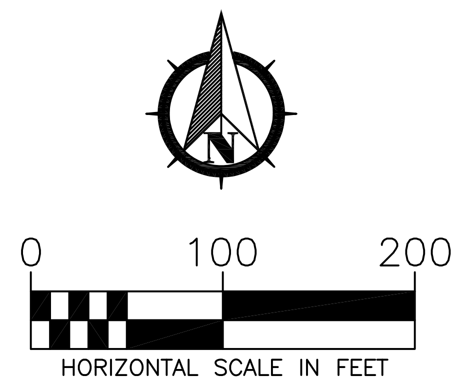
I certify that on this 4th day of December, 2018, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Don Britain known to be the Mayor of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated is authorized to execute said instrument.

Witness my hand and official seal hereto affixed the day and year first above written.

____
Notary Public in and for the State of
Washington residing at ________________________
My Commission Expires: ______________________

EXHIBIT MAP





PUBLIC WORKS
ENGINEERING
DIVISION

KENNEWICK WASHINGTON

DWG. BY: SLG DATE: 11/2/18

City Council Meeting Schedule January 2019

January 1, 2019		
	Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING – Cancelled due to holiday
January 8, 2019		
	Tuesday, 6:30 p.m.	WORKSHOP MEETING 1. Hanford Communities Update 2. TRIDEC Update 3. Historic Downtown Kennewick Partnership
January 15, 2019		
	Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
January 22, 2019		
	Tuesday, 6:30 p.m.	WORKSHOP MEETING 1.
January 29, 2019		
	Tuesday, 6:30 p.m.	WORKSHOP MEETING 1.

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped